

DEPARTMENT OF TRANSPORTATION

Amendment and Compilation of Chapter 19-122  
Hawaii Administrative Rules  
October 10, 2002

SUMMARY

1. §§19-122-1 to 19-122-14 are amended.
2. §19-122-17 is amended.
3. §19-122-19 is amended.
4. §19-122-20 is repealed.
5. §§19-122-21 to 19-122-22 are amended.
6. New §§19-122-23 and 19-122-24 are added.
7. §19-122-150 is amended.
8. §19-122-160 is amended.
9. §19-122-163 is amended.
10. §19-122-251 to 19-122-252 are amended.
11. §19-122-255 is amended.
12. §19-122-277 is amended.
13. Chapter 122 is compiled.

HAWAII ADMINISTRATIVE RULES

TITLE 19

DEPARTMENT OF TRANSPORTATION

CHAPTER 122

RULES RELATING TO THE EXAMINATION OF APPLICANTS FOR  
ISSUANCE AND RENEWAL OF MOTOR VEHICLE DRIVER'S LICENSES  
AND INSTRUCTION PERMITS

Subchapter 1 General Provisions

\$19-122-1	Issuance of Hawaii driver's license
\$19-122-2	Instruction permit required
\$19-122-3	Issuance of instruction permit
\$19-122-4	Temporary driving permit
\$19-122-5	Renewal of driver's license
\$19-122-6	Reexamination after failure
\$19-122-7	Vision test; procedures
\$19-122-8	Vision test; standards
\$19-122-9	Vision test; restrictions for categories 1, 2, and 3
\$19-122-10	Knowledge tests for original license
\$19-122-11	Knowledge tests for renewal license
\$19-122-12	Practical tests
\$19-122-13	Off-street skill tests for motor scooters and motorcycles
\$19-122-14	On-street skill test for category 3 light motor vehicles
\$19-122-15	Repealed
\$19-122-16	Repealed
\$19-122-17	Category 4 and commercial driver license skill tests
\$19-122-18	Repealed
\$19-122-19	Discontinuance of test
\$19-122-20	Repealed
\$19-122-21	Commercial driver license nonrefundable fees
\$19-122-22	Renewal of driver licenses by residents temporarily out-of-state
\$19-122-23	License application requirements
\$19-122-24	Appearance of driver's permit and license
\$\$19-122-25 to 19-122-99 Reserved	

§19-122-100 Severability  
§19-122-101 Repeal

## Subchapter 2 Statewide Driver Education Program Requirements

§19-122-150 Purpose  
§19-122-151 Definitions  
§19-122-152 Procedures to obtain driver's license for persons less than 18 years of age  
§19-122-153 Fees  
§19-122-154 Third party examiners

## Subchapter 3 Requirements for Driver Education Instructors

§19-122-160 General provisions  
§19-122-161 Certification courses for instructors  
§19-122-162 Duties and responsibilities of driver education instructors  
§19-122-163 Driver education instructor certificate  
§19-122-164 Display of driver education instructor certificate  
§19-122-165 Denial/termination of driver education instructor certificate  
§19-122-166 Driver education vehicle requirements  
§19-122-167 Driver education seal

## Subchapter 4 Driver Education Instructor Applicants; Criminal History Record; Employment History; Background Check

§19-122-200 Definitions  
§19-122-201 General rule  
§19-122-202 Applicant duty to provide information  
§19-122-203 Fingerprinting requirement  
§19-122-204 Use of criminal history records results  
§19-122-205 Current department of education certified driver education instructors

## Subchapter 5 Certification Standards for Driver Education Student Curriculum

\$19-122-250	Driver's education curriculum task force
\$19-122-251	Administration of program
\$19-122-252	General provisions
\$19-122-253	On-line or Internet driver education student curriculum
\$19-122-254	Behind-the-wheel student curriculum
\$19-122-255	Motorcycle behind-the-wheel student Curriculum
\$19-122-256	Driving simulator curriculum
\$19-122-257	Evaluation of driver education and behind-the-wheel program effectiveness
\$19-122-258	Driver education facilities
\$19-122-260	Driver education instructional materials
\$19-122-261	Parent/guardian involvement

#### Subchapter 6 Certification Standards for Driver Education Instructor Curriculum

\$19-122-275	Driver education instructor curriculum task force
\$19-122-276	Objectives of instructor curriculum task force
\$19-122-277	Monitoring of driver education instructor curriculum instruction
\$19-122-278	Train the trainer course

#### Subchapter 7 Driving Simulator Requirements

\$19-122-300	General Provisions
--------------	--------------------

APPENDIX A  
APPENDIX B  
APPENDIX C  
APPENDIX D  
APPENDIX E  
APPENDIX F

Historical note. This chapter is based substantially upon The Rules and Regulations Governing the Examination of Applicants for Issuance and Renewal of Motor Vehicle Drivers' Licenses and Instruction Permits. (Eff 3/28/77; R 8/26/82; am and comp 6/15/91; am and comp 12/2/00; am and comp NOV 30 2002 )

SUBCHAPTER 1

GENERAL PROVISIONS

§19-122-1 Issuance of Hawaii driver's license.

(a) No Hawaii driver's license shall be issued unless the applicant:

- (1) Presents a valid instruction permit for the appropriate category, passes a practical test or tests for the appropriate category of motor vehicle, surrenders all driver's licenses in the applicant's possession, and if under the age of 18, meets all the requirements in section 19-122-152;
- (2) Possesses a valid license comparable to a category 1, 2, or 3 Hawaii driver's license and:
  - (A) Passes the vision test described in section 19-122-8;
  - (B) Passes the knowledge test described in section 19-122-10 for the appropriate category;
  - (C) Presents proof of name and date of birth;
  - (D) Presents social security card;
  - (E) Passes a practical test or tests for the appropriate category of motor vehicle if the licensee:
    - (i) Is under eighteen years of age; or
    - (ii) Is at least eighteen years of age and required by the examiner of drivers to demonstrate driving ability; and
  - (F) Presents all out-of-state licenses, one of which shall cover the category for which the applicant is applying; or
- (3) Possesses a valid commercial driver license and:
  - (A) Passes the vision test described in section 19-122-8;
  - (B) Passes the-hazardous materials test described in section 19-122-10 to retain a hazardous materials endorsement;
  - (C) Presents proof of name and date of birth;

- (D) Presents social security card;
- (E) Is at least twenty-one years of age; and
- (F) Presents all-out-of-state licenses, one of which shall cover the category for which the applicant is applying.

(b) The examiner of drivers may waive the motorcycle skills test if the applicant presents a "Notice of Satisfactory Course Completion", DOT 4-810 (7/01) as shown in Appendix C.

(c) The examiner of drivers may require that further physical and mental examinations be conducted upon the applicant as the examiner finds necessary to determine the applicant's fitness to operate a motor vehicle safely upon the highways.

(d) Before issuing a driver's license, the examiner of drivers shall obtain the applicant's clear driving status on the Commercial Driver License Information System, the National Driver Register Problem Driver Pointer System, and other data exchange applications to determine the applicant's identity and eligibility.

(e) An out-of-state licensee who possesses a valid license comparable to a Hawaii category 4 license and who desires a category 4 Hawaii driver's license shall comply with section 19-122-2. [Eff 8/26/82; am and comp 6/15/91; am and comp 12/2/00; am and comp NOV 30 2002 ] (Auth: HRS §§286-18, 286-108, 286-236, 286-239, 49 CFR §383.73) (Imp: HRS §§286-108, 286-236, 286-239, 49 CFR §383.73)

§19-122-2 Instruction permit required. All applicants shall obtain an instruction permit if they are not licensed by the State of Hawaii or any other jurisdiction for the category of motor vehicle for which application is made.

All applicants possessing a valid driver's license from another jurisdiction which is comparable to a category 4 Hawaii driver's license and desiring to obtain a Hawaii category 4 license shall obtain an instruction permit for category 4. The applicant may also at the same time be issued a temporary driving permit for a category 1, 2, or 3 driver's license when the applicant's valid out-of-state category 4 driver's license covers the appropriate category 1, 2, or 3

§19-122-2

license and meets all of the appropriate requirements set forth in section 19-122-4. As used in this chapter, categories of motor vehicles shall be as set forth in sections 286-102 and 286-239, Hawaii Revised Statutes. [Eff 8/26/82; am and comp 6/15/91; comp 12/2/00; am and comp NOV 30 2000 ] (Auth: HRS §§286-18, 286-110, 286-236) (Imp: HRS §§286-110, 286-236)

§19-122-3 Issuance of instruction permit. No instruction permit shall be issued to an applicant unless the applicant:

- (1) Passes the vision test described in section 19-122-8.
- (2) Passes a written, oral, or automated test pursuant to sections 19-122-10 and 19-122-11, determined by the examiner of drivers to be appropriate for the category of motor vehicle for which the applicant seeks to be licensed.
- (3) Presents proof of name and date of birth.
- (4) Presents social security card.
- (5) Presents a current head front view color photograph, about 2" x 2" if applying for a commercial driver's instruction permit.
- (6) Meets the qualification standards of 49 CFR, Part 391, Subparts B and E if the applicant expects to obtain a category 4 or commercial driver's instruction permit. Class 4 applicants disqualified under 49 CFR 391.41(b)(3) may qualify by providing a signed statement that certifies the applicant is medically qualified and not a threat to public safety to operate a class 4 motor vehicle. The statement must be signed by the applicant's personal physician who, if not a diabetologist, must certify in the statement that a named specialist in endocrinology has been consulted.
- (7) Shows a clear driving status on the Commercial Driver License Information System, the National Driver Register Problem Driver Pointer System, and other data exchange applications to determine the applicant's identity and eligibility. [Eff 8/26/82; am and comp 6/15/91; am and comp 12/2/00; am and

comp NOV 30 2002] (Auth: HRS §§286-18, 286-110, 286-236, 49 CFR §383.73) (Imp: HRS §§286-110, 286-236, 49 CFR §383.73)

§19-122-4 Temporary driver license. A temporary driver license shall be issued only to a person who qualifies for a class 1, 2, 3, or 4 driver's license. The examiner of drivers may issue a temporary driver license valid for ninety days when experiencing network or system problems. [Eff 8/26/82; am 12/1/85; am and comp 6/15/91; am and comp 12/2/00; am and comp NOV 30 2002] (Auth: HRS §§286-18, 286-108, 286-236, 286-239, 49 CFR §383.73) (Imp: HRS §§286-108, 286-236, 286-239, 49 CFR §383.73)

§19-122-5 Renewal of driver's license. (a) No driver's license shall be renewed until the applicant has passed the vision test described in section 19-122-8. Applicants must pass the hazardous materials test described in section 19-122-10 every six years to renew a hazardous materials endorsement.

The examiner of drivers may require further physical examinations and practical tests to be conducted upon the applicant as the examiner finds necessary to determine the applicant's fitness to continue to operate a motor vehicle safely upon the highways.

(b) Before renewing a driver's license, the examiner of drivers shall obtain the applicant's clear driving status on the Commercial Driver License Information System, the National Driver Register Problem Driver Pointer System, and other data exchange applications to determine the applicant's identity and eligibility. [Eff 8/26/82; am and comp 6/15/91; comp 12/2/00; am and comp NOV 30 2002] (Auth: HRS §§286-18, 286-107, 286-239, 49 CFR §383.73) (Imp: HRS §§286-107, 286-239, 49 CFR §383.73)

§19-122-6 Reexamination after failure. If an applicant fails the knowledge or practical test, there shall be a mandatory waiting period of at least one week but not more than thirty days before the applicant



§19-122-6

shall be eligible for retesting. (Eff 8/26/82; am and comp 6/15/91; comp 12/2/00; comp NOV 30 2002 ] (Auth: HRS §§286-18, 286-108) (Imp: HRS §286-108)

§19-122-7 Vision test; procedures. (a) The vision test shall be given to all applicants for a permit, a new license, or a license renewal and shall be conducted as follows:

- (1) The examiner shall allow each applicant ten minutes after entering the office before conducting the vision test to permit the applicant's eyes to adjust to light conditions.
  - (2) The examiner shall carefully explain the test and the responses desired.
- (b) The examiner of drivers may waive the vision test if the applicant presents the results of a visual test conducted by a licensed ophthalmologist or optometrist within the last six months. [Eff 8/26/82; am and comp 6/15/91; comp 12/2/00; am and comp NOV 30 2002 ] (Auth: HRS §§286-18, 286-108) (Imp: HRS §286-108)

§19-122-8 Vision test; standards. Each applicant shall meet the minimum standards of the vision test to qualify for a permit or license. Failure to meet the minimum standards of the vision test shall result in the applicant not qualifying for a permit or license. Where the tests indicate a restriction is appropriate, the permit or license shall be subject to the appropriate restrictions established under section 19-122-9. All restrictions shall be noted on the driver's license. The minimum standards for applicants of a category 1, 2 or 3 driver's license shall be:

- (1) Visual acuity. The applicant shall have 20/40 or better vision in one eye, corrected or uncorrected; and
- (2) Peripheral vision or the horizontal vision field. The applicant shall have the ability to see a field of vision of seventy degrees or more using one eye.

Applicants for a category 4 or commercial driver license shall meet the vision standards of 49 CFR Part

391, Subpart E. [Eff 8/26/82; am 12/1/85; am and comp 6/15/91; comp 12/2/00; am and comp NOV 30 2002]  
 (Auth: HRS §§286-18, 286-108, 286-236, 49 CFR §383.71)  
 (Imp: HRS §§286-108, 286-236, 49 CFR §383.71)

§19-122-9 Vision test; restrictions for categories 1, 2 and 3. (a) With or without correction:

- (1) The applicant with visual acuity of 20/40 or better in each eye and whose horizontal visual field is 140 degrees or more using both eyes shall have no restriction.
- (2) The applicant with visual acuity of 20/40 or better in each eye and whose horizontal visual field is 70-139 degrees using both eyes shall have a restriction for outside rear view mirrors.
- (3) The applicant with visual acuity of 20/40 or better in only one eye and whose horizontal visual field is 70 degrees or more in the better eye shall have a restriction for outside rear view mirrors.

(b) The applicant using corrective lenses shall be restricted to operating a vehicle only when corrective lenses are worn. [Eff 8/26/82; am and comp 6/15/91; comp 12/2/00; am and comp NOV 30 2002]  
 (Auth: HRS §286-103) (Imp: HRS §286-103)

§19-122-10 Knowledge tests for original license.

(a) Applicants for an original Hawaii driver's license categories 1, 2, 3 and 4 shall take an appropriate examination in the English language on rules of the road, traffic code provisions, safe driving practices, and the meaning of traffic signs. At least three different sets of examinations, each consisting of not less than twenty-five general questions, shall be available for use by the examiner of drivers. Any one of the examination sets may be used at the discretion of the examiner. Each applicant shall be given one examination.

(b) Each applicant applying for a category 1 or 2 license (motorcycle or motor scooter) shall take a test as described in subsection (a) of this section and an

examination in the English language consisting of not less than ten questions pertaining to the operation of a motorcycle or motor scooter.

(c) Applicants who possess a valid Hawaii driver's license and make application for a higher category of driver's license shall not be required to take the examination described in subsection (a) of this section.

(d) Applicants for a commercial driver license shall take a general knowledge test about good driving practices and vehicle inspections to operate commercial vehicles safely. At least two sets of examinations, each consisting of 50 test items, shall be available for use by the examiner of drivers. Any one of the examinations may be used at the discretion of the examiner. Each applicant shall be given one examination.

(e) Commercial drivers shall take special knowledge tests to drive certain vehicles and to transport certain cargo. Two forms of each specialized test shall be made available for use by the examiner of drivers. The specialized tests are:

- (1) Air brakes test. This test measures knowledge required to drive vehicles equipped with air brakes. Each test shall consist of twenty-five questions.
- (2) Combination vehicles test. This test measures knowledge required to drive combination vehicles such as tractor-trailer rigs. It must be passed by every applicant who wants a category A commercial driver license. Each test shall consist of twenty questions.
- (3) Passenger transport test. This test measures knowledge required by bus drivers. It must be passed to receive a passenger endorsement (P) to a commercial driver license. Each test shall consist of twenty questions.
- (4) Doubles/triples test. This test measures knowledge required to drive trucks with two or three cargo trailers. It must be passed to receive a doubles/triples endorsement (T) to a category A commercial driver license. Each test shall consist of twenty questions.
- (5) Tank vehicle test. This test measures

knowledge required to drive tanker trucks that haul liquids or gases in bulk. It must be passed to receive a tank vehicle endorsement (N) to a commercial driver license. Each test shall consist of twenty questions.

- (6) Hazardous materials test. This tests basic knowledge of regulations governing the hauling of hazardous materials and hazardous waste. It must be passed to receive a hazardous materials endorsement (H) to a commercial driver license. Each test shall consist of thirty questions. An endorsement to carry hazardous materials in a tank vehicle is indicated by a (X).

(f) The applicant shall be considered to have passed a knowledge test if at least eighty per cent of the questions have been answered correctly.

(g) An applicant who has difficulty reading the English language shall be examined orally or by other means deemed appropriate by the director in any of the knowledge tests except the hazardous materials endorsement test.

(h) An applicant who has difficulty understanding the English language may be examined in the language chosen from those available and approved by the director in any of the knowledge tests except the hazardous materials endorsement test. [Eff 8/26/82; am and comp 6/15/91; comp 12/2/00; am and comp

NOV 30 2002] (Auth: HRS §§286-18, 286-108, 286-236, 49 CFR §§383.71, 383.111) (Imp: HRS §§286-108, 286-236, 49 CFR §§383.71, 383.111)

\$19-122-11 Knowledge tests for renewal license. If the applicant for a renewal license wants to retain a hazardous materials endorsement, every six years, the applicant must take a special knowledge examination in the English language on how to recognize, handle, and transport hazardous materials. The examination shall consist of not less than thirty questions. The applicant shall be considered to have passed the knowledge test if at least eighty per cent of the questions have been answered correctly. [Eff 8/26/82; am and comp 6/15/91; comp 12/2/00; am and comp

§19-122-11

NOV 30 2002 ] (Auth: HRS §§286-18, 286-239, 49 CFR  
\$383.71) (Imp: HRS \$286-239, 49 CFR \$383.71)

§19-122-12 Practical tests. (a) Practical tests shall be given as required under sections 19-122-1, 19-122-4, and 19-122-5. Practical tests shall be as set forth in sections 19-122-13, 19-122-14 and 19-122-17. [Eff 8/26/82; am 12/1/85; comp 6/15/91; comp 12/2/00; am and comp NOV 30 2002] (Auth: HRS §§286-18, 286-108, 286-236, 49 CFR §§383.71, 383.113) (Imp: HRS §§286-108, 286-236, 49 CFR §§383.71, 383.113)

§19-122-13 Off-street skill tests for motor scooters, motorcycles, and three-wheeled vehicles. (a)

When required by the examiner of drivers to take off-street skill tests, an applicant for a category one license (motor scooters) or a category two license (motorcycles and motor scooters) shall:

- (1) Provide for the test, a motor vehicle in serviceable condition of the category for which the applicant desires to be licensed; and
- (2) Obtain a passing score of zero to ten points after completing seven exercises administered in accordance with Section 2.0 of the Alternate MOST (Motorcycle Operator Skill Test) Examiner Study Guide as it existed on October 1, 2001, a copy of which is located at the end of this chapter as Appendix D. When a three-wheeled vehicle is used for the test, the following modifications to the test shall be made:
  - (A) Sharp turn. The boundary lines for the turn shall be two feet wider than the two tires beside one another to allow a foot on each side of the vehicle.
  - (B) Quick stop. Widen boundary lines for the timing zone by two feet.
  - (C) Obstacle swerve. Widen boundary lines for the timing zone and the lanes by two feet. (Eff 8/26/82; am 12/1/85; am and comp 6/15/91; am and comp 12/2/00; am and comp NOV 30 2002 ] (Auth:

HRS §§286-18, 286-108) (Imp: HRS §286-108)

\$19-122-14 On-street skill test for category 3 light motor vehicles. (a) When required by the examiner of drivers to take an on-street test, an applicant for a category 3 license shall:

- (1) Provide for the test a motor vehicle in serviceable condition of the category for which the applicant desires to be licensed. The vehicle may be equipped with manual or automatic shift transmission.
  - (2) Start the vehicle; drive through a business district; park parallel to a curb in a space provided; make proper right and left turns; exhibit skill in the use of the clutch or transmission when moving on a slight grade from a standing start whether proceeding forward or reversing; operate the vehicle in reverse; observe, without hesitation, traffic signs and signals; drive through heavy traffic; exhibit proper braking procedures when coming to a stop and when following or driving through heavy traffic; and exhibit proper signaling of intention to turn or stop. If possible, the course shall include at least two stop signs and two traffic signals; a straight course to demonstrate the applicant's knowledge of signals; at least three right turns and three left turns incorporating all turning situations that the driver might encounter; and at least two unmarked intersections which may be of a type where the applicant's view of cross traffic is partially obscured. The route shall be planned to allow the examiner to rate the applicant's ability to read and interpret traffic signs and roadway marking; alertness and resistance to distractions; ability to size up difficult traffic situations and make intelligent decisions; and ability to apply knowledge of county traffic ordinances, state laws, and safe driving practices.
- (b) An applicant shall be considered to have

passed the on-street test if the applicant satisfactorily demonstrates the following:

- (1) Starting. The engine is started without difficulty and the vehicle is placed in motion smoothly.
- (2) Stopping. The vehicle is brought to a smooth and comfortable stop.
- (3) Steering and turning. The vehicle is kept on a steady course with no swaying in traffic. Left and right turns are executed in compliance with traffic regulations.
- (4) Reversing. The vehicle is maintained on a steady course. There is exhibited a satisfactory sense of direction while backing.
- (5) Observance of signs and signals. There is a strict adherence to traffic signs and signals, speed restrictions, and pedestrian right-of-way. Arm signal or mechanical signals signifying an intention to turn is given. Arm signal signifying an intention to stop is given.
- (6) Clutch synchronization and acceleration and deceleration. In a motor vehicle with a manual transmission, the application and release of the clutch is satisfactorily smooth and gradual when starting forward, reversing, or coming to a stop on level ground or an upgrade. In all motor vehicles, acceleration and deceleration is gradual and steady.
- (7) Brake reaction. When the brake is applied at a speed of twenty miles per hour, the distance between the point where the brakes are applied and the point where the vehicle comes to a complete stop is not more than twenty-five feet. Reaction time is not more than three-fourths of a second. Reaction time distance is twenty-two feet. The total stopping distance is forty-seven feet.
- (8) Parking. Parking is accomplished in a business district, both parallel to the right and to the left of a curbing within the space provided. There is a smooth unfaltering execution of the parking procedure, the

applicant demonstrating reasonably good distance and timing judgment. [Eff 8/26/82; am and comp 6/15/91; comp 12/2/00; am and comp NOV 30 2002] (Auth: HRS §§286-18, 286-108) (Imp: HRS §286-108)

§19-122-15 REPEALED. [R 6/15/91]

§19-122-16 REPEALED. [R 6/15/91]

§19-122-17 Category 4 and commercial driver license skill tests. (a) The skill tests include the vehicle inspection test, the basic control skills test, and the road test. The applicant shall provide a motor vehicle in the category the applicant desires a license. The applicant shall take the:

- (1) Vehicle inspection test by conducting a thorough inspection of the vehicle as shown in the Vehicle Inspection Guide located at the end of this chapter as Appendix E.
- (2) Basic control skills test to demonstrate basic skills essential for safe control of the vehicle. Four of the following six exercises shall be taken; however, the director may approve test modifications for vehicles with more than one articulation. These exercises are shown at the end of this chapter as Appendix F.
  - (A) Right Turn. The applicant shall drive forward and make a right turn around a cone or standard, bringing the rear wheels of the vehicle as close to the cone as possible without touching it.
  - (B) Forward Stop. The applicant shall drive through the alley and stop as close as possible to the stop line at the end.
  - (C) Straight Line Backing. The applicant shall back down and out of the alley, without touching the boundaries of the alley.
  - (D) Alley Dock. The applicant shall drive by the alley so the entrance is on the



applicant's left. The applicant shall back into the alley, without touching the boundaries of the alley, and stop within two feet of the rear of the alley.

- (E) Sight-side or Conventional Parallel Park. The applicant shall park in a space that is on the applicant's left or right as close as possible to the rear and the "curb" of the space without crossing the lines or hitting the cones.
  - (F) Backward Serpentine. The applicant shall start with the vehicle lined up near the first cone so that the applicant can drive forward along the right side of cones. The applicant shall drive forward and stop when the rear of the vehicle is past the third cone. The applicant then shall back up so the vehicle winds around the three cones, passing the third cone so the cone is on the left, the second cone so the cone is on the right, and the first cone so the cone is on the left. After threading back through the cones, the vehicle ends up in the same position it started from.
- (3) Road test to demonstrate ability to drive safely in most on-the-road situations. The predetermined route should contain the following maneuvers: four left and four right turns; a straight section of urban business street; intersections; a railroad crossing (or simulation); one curve; a section of expressway or two-lane rural or semi-rural road; a downgrade; a simulated downgrade; an upgrade; a downgrade for stopping; an upgrade for stopping; and one underpass, low clearance, or a bridge.

(b) The scoring form for the Pretrip Inspection, Basic Control Skills test and Road test is shown in Appendix A (DOT 4-558, MVS 5/01 and DOT 4-579, MVS 8/01).

(c) The applicant shall be considered to have passed each test if the applicant received passing

scores as shown in Appendix B (Model CDL Examiner's Manual, v2.0, 7/95).

(d) The applicant shall pass the skills test in a vehicle equipped with air brakes to obtain an unrestricted license.

(e) Commercial drivers shall pass the skills test in a passenger vehicle to obtain a passenger endorsement applicable to a specific vehicle group.

(f) The applicant shall pass the Basic Control Skills test before taking the Road test. [Eff 6/15/91; am and comp 12/2/00; am and comp 11/1/02] (Auth: HRS §§286-18, 286-236, 49 CFR §§383.71, 383.113) (Imp: HRS §286-236, 49 CFR §§383.71, 383.113)

§19-122-21

nonrefundable fees. (a) The examiner of drivers shall charge a nonrefundable flat \$30 application fee to applicants for a permit or a permit renewal.

(b) The non refundable fee for a new license or a license renewal is \$30 for a six-year license and \$10 for a two-year license.

(c) The nonrefundable fee for a duplicate license, a license change or an endorsement change is \$15.

(d) Other nonrefundable costs include:

- (1) General knowledge test - \$15;
- (2) Special knowledge test - \$5 each test;
- (3) Skill test charges as follows:
  - (A) Vehicle inspection test - \$10;
  - (B) Basic control skills test - \$20;
  - (C) Road test - \$20
- (4) Oral test - \$15 additional fee
- (5) Reinstatement fee - \$20 [Eff and comp 6/15/91; comp 12/2/00; am and comp NOV 30 2002] (Auth: HRS §§286-18, 286-111) (Imp: HRS §286-111)

§19-122-22 Renewal of driver licenses by residents temporarily out-of-state. (a) All applicants who apply for renewal of their Hawaii driver's license who are Hawaii residents temporarily out-of-state, shall comply with all applicable requirements of section 286-107, Hawaii Revised Statutes.

(b) Applicants shall comply with those portions of this chapter deemed appropriate by the examiner of drivers including sections 19-122-1 (c) and (d).

(c) Applicants shall submit a request for renewal not more than six months prior to and within a year after their driver's license expiration date, and shall complete, execute, and return all forms and examinations provided by the examiner with the prescribed fees.

(d) No Hawaii driver's license shall be

renewed if the licensee has any outstanding traffic violations. [Eff 8/26/82; am, comp and ren \$19-122-23, 6/15/91; comp 12/2/00; am and comp NOV 30 2002] (Auth: HRS §§286-18, 286-107)  
(Imp: HRS §§286-107, 286-109)

\$19-122-23 Permit or license application requirements. (a) An applicant for an instruction permit or an original or renewal of a driver's license must apply on a form provided by the examiner of drivers.

(b) The application must be completed before the examiner of drivers can administer an examination.

(c) The application must state the applicant's full name and place and date of birth. The information must be verified by presentation of proof of identity satisfactory to the examiner of drivers.

(d) The application must include:

- (1) The right thumbprint of the applicant or, if the thumbprints cannot be taken, the examiner of drivers will decide which finger will be printed;
- (2) A brief description of the applicant;
- (3) The sex of the applicant;
- (4) The mailing and residence addresses of the applicant;
- (5) The social security number of the applicant;
- (6) The occupation of the applicant;
- (7) The signature of the applicant;
- (8) Parental consent of the applicant if the applicant is a minor;
- (9) Whether the applicant is an organ donor;
- (10) Whether the applicant has an advance healthcare directive;
- (11) Whether the applicant has been licensed to drive a motor vehicle and if so, when and by what state or country;
- (12) Whether the applicant's driving privilege has been withdrawn or denied; and
- (13) Any other information the examiner of drivers requires to determine the applicant's identity, competency and eligibility. [Eff NOV 30 2002] (Auth: HRS §§286-18, 286-109, 286-109.5, 286-111, 286-112) (Imp: HRS

§§286-109, 286-109.5, 286-111, 286-112)

§19-122-24 Appearance of driver's permit and license. (a) Driver's permits and licenses issued as of the original effective date of this section must include the following information:

- (1) A number assigned to the permit or license holder;
- (2) A color image of the entire face of the permit or license holder;
- (3) The name, date of birth and address of the permit or license holder;
- (4) A brief description of the permit or license holder;
- (5) A facsimile of the permit or license holder's signature;
- (6) The date of issuance;
- (7) The date of expiration;
- (8) The county of issuance;
- (9) The class of vehicle the permit or license holder is authorized to operate; and
- (10) A bar code to capture the permit or license holder's driver license number and any other information the examiner of drivers requires to identify the driver.

(b) The driver's permit or license shall include as applicable:

- (1) An endorsement relating to the type of motor vehicle that the holder may operate;
- (2) A restriction the examiner of drivers determines to be appropriate to ensure the safe operation of a motor vehicle by the holder;
- (3) A designator to indicate "UNDER 21 UNTIL (date driver becomes 21)" on the permit or license issued to a person who is under 21 years of age;
- (4) A designator to indicate "CDL" on a commercial driver's permit or license;
- (5) A designator to indicate "ORGAN DONOR"; or
- (6) An advance health care directive designator.

[Eff NOV 30 2002 ] (Auth: HRS §§286-18, 286-109)  
(Imp: HRS §§286-109, 286-109.4)

§§19-122-25 to 19-122-99 (Reserved)

§19-122-100 Severability. If any section or part of this chapter is held invalid for any reason, the invalidity shall not affect the validity of the remaining sections or parts of this chapter. [Eff 8/26/82; comp and ren 19-122-100, 6/15/91; comp 12/2/00; comp NOV 30 2002 ] (Auth: HRS §§286-18, 286-108) (Imp: HRS §286-108)

§19-122-101 Repeal. All rules and regulations relating to and governing the examination of applicants for issuance and renewal of motor vehicle drivers' licenses and instruction permits or the re-issuance of motor vehicle operator's licenses and the invalidation of operator's license in effect prior to the effective date of this chapter are repealed. [Eff 8/26/82; comp and ren 19-122-101, 6/15/91; comp 12/2/00; comp NOV 30 2002 ] (Auth: HRS §§286-18, 286-108) (Imp: HRS §286-108)

## SUBCHAPTER 2

### STATEWIDE DRIVER EDUCATION PROGRAM REQUIREMENTS

§19-122-150 Purpose. Subchapters 2 to 7 establish policies and procedures to establish a statewide driver education and behind-the-wheel driver training program for persons under the age of 18 applying for a Class 1, 2 or 3 license as required by Act 175 SLH 1999. [Eff and comp 12/2/00; comp NOV 30 2002 ] (Auth: HRS §286-108; SLH 1999, Act 175) (Imp: HRS §286-108; SLH 1999, Act 175)

§19-122-151 Definitions. As used in subchapters 2 through 7, unless a different meaning clearly appears from the context:

"Behind-the-wheel" means driving instruction in a vehicle by a certified instructor.

"Behind-the-wheel student completion certificate" means the form given to the student who has successfully completed all requirements for a behind-the-wheel driving course or a certified driving simulator curriculum.

"Commercial school" means any for-profit driving school or instructor.

"County" means the county agency having the responsibility for administering the driver licensing program.

"Curriculum" means the course of instruction certified by the department for use in driver education, simulator and behind-the-wheel driving courses.

"Department" means the state department of transportation.

"Director" means the state director of transportation.

"Driver education" means certified formal classroom instruction, on-line or Internet course on how to drive a motor vehicle, traffic laws, and effective driving behaviors.

"Driver education instructor certificate" means the card issued to an instructor who has been certified by the department to conduct driver education or behind-the-wheel driving courses or both.

"Driver education student completion certificate" means the document given to the student who has successfully completed all requirements for a driver education course through a certified classroom course, or on-line or Internet course.

"Driver training car" means a vehicle that is used to teach behind-the-wheel driving.

"Dual Control" means a vehicle that is equipped with driving controls that can be controlled by both the driver and the front seat passenger.

"Instructor" means an individual who has been issued a driver education instructor certificate by the department to administer driver education or behind-the-wheel driving courses or both in

accordance with the requirements of this chapter.

"On-line course" or "Internet course" means an interactive driver education program available on a computer through the Internet at approved locations and consists of a certified driver education curriculum.

"Private School" means any non-public school.

"Public School" means any school administered by the state department of education.

"Simulator" means a fully interactive, high performance driving simulation system consisting of realistic driver controls with active force feedback steering, a minimum of 150 degrees forward field of view capable of a minimum 60 Hz update rate, high fidelity vehicle dynamics, fully articulated scenario vehicles, and driving environments developed to meet accepted highway design and sign standards. [Eff and comp 12/2/00; comp NOV 30 2002 ] (Auth: HRS §286-108; SLH 1999, Act 175) (Imp: HRS §286-108; SLH 1999, Act 175)

§19-122-152 Procedure to obtain driver's license for persons under eighteen years of age. All persons under the age of eighteen, wishing to receive a Class 1, 2 or 3 driver's license, must in addition to the requirements of chapter 286, Hawaii Revised Statutes, and chapter 19-122, subchapter 1, Hawaii Administrative Rules, present a driver education student completion certificate and a behind-the-wheel student completion certificate for the class of license sought, to the examiner of drivers. [Eff and comp 12/2/00; comp NOV 30 2002 ] (Auth: HRS §286-108; SLH 1999, Act 175) (Imp: HRS §286-108; SLH 1999, Act 175)

§19-122-153 Fees. (a) Students will be responsible for paying all fees for driver education, simulator, and behind-the-wheel driving courses. The maximum fee charged by an instructor for each student shall not exceed:

- (1) \$250 per person for driver's education



§19-122-153

- classroom instruction.
- (2) \$100 per person for an on-line or Internet course.
  - (3) \$50 per hour for behind-the-wheel driving lessons.
  - (4) \$250 per person for a simulator course.
  - (b) Fees shall be reviewed biannually by the department and shall be adjusted when the consumer price index for transportation in the state of Hawaii rises more than two per cent in the previous two years. [Eff and comp 12/2/00; comp NOV 30 2002] (Auth: HRS §286-108; SLH 1999, Act 175) (Imp: HRS §286-108; SLH 1999, Act 175)

§19-122-154 Third party examiners.  
(Reserved)

### SUBCHAPTER 3

#### REQUIREMENTS FOR DRIVER EDUCATION INSTRUCTORS

§19-122-160 General provisions. (a) No person shall be certified as a driver education or behind-the-wheel driving instructor unless the applicant satisfies the following conditions:

- (1) Possesses a valid Hawaii driver's license with the classification and endorsements required for operation of the class and type of motor vehicle used in driver education;
- (2) Has successfully completed a training course certified, or subsequently certified, by the department in subchapter 6. Instructors who have been certified by the department of education within five years prior to the effective date of the original version of the instant rules section, will be considered to have successfully completed a department certified course;
- (3) Subject to section 19-122-163(h), applicant has not had more than one

- moving traffic violation within one year prior to obtaining certification; not more than two moving traffic violations within three years prior to obtaining certification; and not more than three moving traffic violations within five years prior to obtaining certification;
- (4) Has no driving under the influence of alcohol or drugs conviction within five years prior to obtaining certification;
- (5) Has no driver's license suspension, revocation, cancellation or disqualification within three years prior to obtaining certification;
- (6) Is at least 21 years of age and possesses the equivalent of a high school diploma;
- (7) Has had a valid driver's license recognized by the State of Hawaii for at least five consecutive years prior to obtaining certification;
- (8) Meets the requirements of subchapter 4, provided that "applicants" and "employees" and "persons who have been employed continuously by the department of education on a salary basis prior to July 1, 1990" as defined in chapter 8-7, Hawaii Administrative Rules, may meet this requirement by complying with chapter 8-7. At the expiration of the chapter 8-7 certification, "applicants" and "employees" as defined in Chapter 8-7, must recertify according to subchapter 4; and
- (9) Has effective communication skills; is capable of assessing and observing appropriate student behavior; is capable of engaging students in meaningful driver education activities; and models positive driving behaviors.

(b) Application for instructor certification shall be made on a form supplied by the department which shall require the following information and attachments:

- (1) Full name, residence and business

- address(es), telephone and fax number(s), and email address (if any);
- (2) A copy of original Social Security card;
  - (3) A certified copy of the applicant's birth certificate;
  - (4) A copy of the person's:
    - (A) Driver's license
    - (B) High school diploma or equivalent
    - (C) Driver education instructor certificate;
  - (5) An original traffic abstract;
  - (6) Proof of insurance in the amounts described in sections 19-122-163(g) and 19-122-166;
  - (7) A certified or sealed copy of a Hawaii criminal history record check showing convictions, and proof of application for a FBI Criminal History Record Check as defined in subchapter 4;
  - (8) A statement agreeing to indemnify, defend and hold harmless the department and the county from liability resulting from the instructor's teaching of driver's education or behind-the-wheel driving courses;
  - (9) Employment history for the ten years prior to the date of the application, with names, addresses and telephone numbers of current and former employers that are listed;
  - (10) State general excise tax number and tax clearance;
  - (11) Two 2" x 2" photos;
  - (12) A sworn statement indicating:
    - (A) Whether the person ever had a teaching certificate or other professional license revoked or not renewed;
    - (B) Whether the person within the past ten years was suspended, fired, asked to resign from employment, or separated from military service under conditions other than honorable;
    - (C) Whether the person had been

- convicted of a crime, other than a minor traffic offense involving a fine of \$50 or less;
- (D) Whether the person had been diagnosed as having a mental or emotional condition which may affect the person's ability to responsibly manage, supervise, control and interact with children;
  - (E) A detailed explanation for each of the above when applicable.
  - (F) Names, addresses and phone numbers of at least five persons who can attest to the good character of the applicant. [Eff and comp 12/2/00; comp NOV 30 2002] Auth: HRS §286-108; SLH 1999, Act 175) (Imp: HRS §286-108; SLH 1999, Act 175)

§19-122-161 Certification courses for instructors. All applicants for certification as instructors must complete a course in driver education and behind-the-wheel teaching methods that has been certified, or subsequently certified, by the department:

- (1) Courses that are offered by the University of Hawaii to certify driver education instructors for the department of education are pre-approved to meet this requirement.
- (2) The curricula of other instructor training courses shall be submitted to the department for review and certification by a task force established by the department and certification by the director, as provided in subchapter 6. [Eff and comp 12/2/00; comp NOV 30 2002] (Auth: HRS §286-108; SLH 1999, Act 175) (Imp: HRS §286-108; SLH 1999, Act 175)

§19-122-162 Duties and responsibilities of driver education instructors and other providers.

The duties and responsibilities of driver education instructors and other providers shall be as follows:

- (1) Conduct instruction in accordance with the requirements of this chapter;
- (2) Maintain records of all students taught for five years. Each record shall include:
  - (A) Student's complete name, address and birth date;
  - (B) Student's permit or driver license number with the jurisdiction that issued the license, if applicable;
  - (C) Dates the student took and completed the course and attendance record;
  - (D) A copy of the written contract, if applicable, with any person being taught, including amounts charged for the course(s); and
  - (E) A notarized statement from a parent or guardian received by the driver education instructor or provided prior to the issuance of the behind-the-wheel student completion certificate, stating that the applicant has completed forty hours of day-time driving and ten hours of night-time driving supervised by a licensed driver over the age of eighteen. Applicants for a Class 1 or 2 license are exempt from the ten hours of night-time supervised driving.
- (3) Issue a driver education student completion certificate or behind-the-wheel student completion certificate or both when all requirements of this chapter have been successfully completed;
- (4) Be in full compliance with all department rules; and
- (5) Cooperate fully with the department in the investigation of any complaint relating to their certification as an

instructor under this chapter. Failure to do so will result in the termination of the driver education instructor certificate as required in section 19-122-165.

(b) The duties and responsibilities of driver education instructors shall also be as follows:

- (1) Participate in professional development courses, including driver education courses, workshops, seminars;
- (2) Notify the department of any changes that would disqualify them from meeting the requirements of section 19-122-160. Failure to do so shall result in termination of the driver education instructor certificate as required in section 19-122-165; and
- (3) Utilize a vehicle for behind-the-wheel training that meets the requirements of section 19-122-166. [Eff and comp 12/2/00; comp NOV 30 2002] (Auth: HRS §286-108; SLH 1999, Act 175) (Imp: HRS §286-108; SLH 1999, Act 175)

§19-122-163 Driver education instructor certificate. (a) A driver education instructor certificate will be issued authorizing the instructor to conduct driver education or behind-the-wheel driving courses or both.

(b) The driver education instructor certificate will be granted upon satisfactory completion of a training course certified, or subsequently certified, under Section 19-122-161 and when all requirements in section 19-122-160, have been met;

(c) The driver education instructor certificate shall be non-transferable.

(d) Subject to section 19-122-163(h), the driver education instructor certificate is renewable annually for four years with the submittal of a traffic abstract that records no more than one moving traffic violation within the past year, not more than two moving traffic

violations within the past three years; and not more than three moving violations within the past five years; a state tax clearance; and proof of general liability and vehicle insurance.

(e) Every fifth year, the certificate will be renewed:

- (1) Upon completion of all requirements in section 19-122-160; and
- (2) Upon completion of a professional development course approved by the department.

(f) It is the responsibility of the certificate holder to initiate the renewal process.

(g) The instructor shall provide the department a certificate of liability insurance covering commercial general liability in the sum of one million dollars, in a form and with provisions satisfactory to the department, listing the State of Hawaii and the counties as additional insureds.

- (h) If a certified instructor receives:
- (1) One moving traffic violation in one year, the instructor shall be sent a warning letter by the department;
  - (2) If the instructor receives two moving traffic violations within three years, the instructor's certificate shall be suspended for three months;
  - (3) If the instructor receives three moving traffic violations within five years, the instructor's certificate shall be suspended for six months;
  - (4) If the instructor receives four moving traffic violations within ten years, the instructor's certificate shall be terminated.
- [Eff and comp 12/2/00; comp  
NOV 30 2002 ] Auth: HRS  
§286-108; SLH 1999, Act 175) (Imp: HRS  
§286-108; SLH 1999, Act 175)

§19-122-164 Display of driver education instructor certificate. All instructors shall display their driver education instructor

certificate to their students in the vehicle during the time of instruction. [Eff and comp 12/2/00; comp NOV 30 2002] (Auth: HRS §286-108; SLH 1999, Act 175) (Imp: HRS §286-108; SLH 1999, Act 175)

§19-122-165 Denial or termination of driver education instructor certificate. (a) The department may deny any application for a driver education instructor certificate upon any of the following grounds:

- (1) Failure to comply with or satisfy any of the requirements of this chapter;
- (2) Falsification of any information provided to the department.

(b) Any instructor may voluntarily terminate a driver education instructor certificate by returning the certificate to the department with a signed letter of explanation.

(c) The department may revoke, suspend, cancel or terminate the driver education instructor certificate and require the return of the certificate upon any of the following grounds:

- (1) Failure to comply with or satisfy any of the requirements of this chapter;
- (2) Falsification of any records or information required by this chapter or otherwise relating to driver education;
- (3) Commission of any act which endangers the student;
- (4) Driver license suspension, revocation, cancellation or disqualifications;
- (5) Inappropriate behavior directed toward a student by the instructor;
- (6) Mental or physical incapacity;
- (7) Unsatisfactory criminal history record check; or
- (8) Moving traffic violations as described in section 19-122-163(h).

(d) The department may allow the instructor to cure any deficiency, if curable, within thirty days of receipt of notice by the department.

(e) Any applicant whose application has been denied by the department or whose driver education

250.13



instructor certificate has been suspended, revoked, canceled or terminated and who has not cured the deficiency may within ten calendar days after receiving the notice of denial, suspension, revocation, cancellation or termination appeal the department's action by submitting to the department a written request for an administrative review of the decision by the department. The request shall state the reasons why the application should not be denied, suspended, revoked or terminated. Upon such request, the department shall respond in writing with an administrative review decision within thirty calendar days. Failure to request a review within ten calendar days after receiving the notice of denial, suspension, revocation or termination of the application or driver education instructor certificate shall be deemed a waiver of a right to appeal.

(f) Any person aggrieved by the administrative review decision of the department may, within ten calendar days of the date of the decision, submit a written appeal of that decision to the department. The department may hold hearings on a timely appeal in accordance with chapter 91, Hawaii Revised Statutes. [Eff and comp 12/2/00; comp NOV 30 2002 ] (Auth: HRS \$286-108; SLH 1999, Act 175) (Imp: HRS \$286-108; SLH 1999, Act 175)

§19-122-166 Driver education vehicle requirements. All vehicles used in behind-the-wheel driving courses must meet the following minimum standards:

- (1) The vehicle must have a current motor vehicle registration and safety check.
- (2) The vehicle must be in good working condition.
- (3) The vehicle must be equipped with dual brakes and instructor's eye check mirrors.
- (4) The vehicle must display a "Student Driver" sign in a prominent location on the vehicle.

- (5) The vehicle must be covered by insurance in a form and with provisions satisfactory to the department, including as a minimum:
- (A) Bodily Injury--\$100,000 per person, \$300,000 per occurrence; and
  - (B) Property Damage--\$20,000 per occurrence.
- The insurance policy must name the State of Hawaii and the counties as additional insureds unless the insurance coverage required by this section is included in the commercial general liability policy required by subsection 19-122-163(g).
- (6) All persons in the vehicle must use occupant protection at all times. [Eff and comp 12/2/00; comp NOV 30 2002 ]  
(Auth: HRS \$286-108; SLH 1999, Act 175)  
(Imp: HRS \$286-108; SLH 1999, Act 175)

\$19-122-167 Driver education seal. The department will issue each certified instructor a driver education seal which they shall use to place a seal upon the driver education student completion certificate or the behind-the-wheel student completion certificate. The director may charge instructors a refundable deposit of up to \$100 for the seal. The deposit, if any, shall be returned when the seal is returned to the department. [Eff and comp 12/2/00; comp NOV 30 2002 ] (Auth: HRS \$286-108; SLH 1999, Act 175) (Imp: HRS \$286-108; SLH 1999, Act 175)

#### SUBCHAPTER 4

#### DRIVER EDUCATION INSTRUCTOR APPLICANTS; CRIMINAL HISTORY RECORD; EMPLOYMENT HISTORY; BACKGROUND CHECK

\$19-122-200 Definitions. As used in this subchapter:

"Affected individual" means the person to

which a Federal Bureau of Investigation (FBI) identification record pertains.

"Applicant" means a person seeking certification as a certified driver education instructor according to the requirements of subchapter 3.

"Arrest records" means criminal history information obtained from sources other than the FBI pertaining to arrests for alleged criminal behavior.

"Background information" means information pertaining to a person's behavioral history that may indicate a significant risk to the health, safety, or well-being of children.

"Children" means students enrolled in driver education or behind-the-wheel driving courses certified by the department in subchapter 5.

"Clean criminal history record" means that an individual's criminal history record check shows no indication of criminal behavior.

"Criminal conviction record" means criminal history information obtained from sources other than the FBI pertaining to an individual's conviction of a crime.

"Criminal history" means information about a person's actual or alleged criminal offense(s).

"Criminal history record" means evidence of a person's actual or alleged criminal offense(s) (arrests, convictions and supporting information) on file with law enforcement agencies, courts, the Hawaii criminal justice data center or in the national criminal history record files.

"Criminal history record check" means an examination or search for evidence of an individual's criminal history by means of:

- (1) A search for the individual's fingerprints in the national criminal history record files and, if found, an analysis and any other information available pertaining thereto; and
- (2) A criminal history record check conducted through the files maintained by the Hawaii criminal justice data center.

"Department" means the department of

transportation.

"Driver education instructor certificate" means the card issued to an instructor who has completed all requirements and been certified by the department to conduct driver education or behind-the-wheel driving courses or both as defined in subchapter 5.

"Employment history" means information relating to a person's past work experiences.

"FBI identification record" means a listing of certain information taken from fingerprint cards submitted to and retained by the FBI in connection with arrests and, in some instances, includes information taken from fingerprint cards submitted in connection with Federal employment, naturalization, or military service. The FBI identification record is often referred to as a "rap sheet". The identification record includes the name of the agency or institution which submitted the fingerprint card to the FBI. If the fingerprint card concerns a criminal offense, the identification record includes the date arrested or received, the arrest charge, and the disposition of the arrest if known to the FBI. All arrest data included in an identification record are obtained from fingerprint cards, disposition reports and other reports submitted by agencies having criminal justice responsibilities. Therefore, the FBI Identification Division is not the source of the arrest data reflected on an identification record.

"FBI rules to correct the FBI identification record" means rules and regulations published in the Federal Register by the FBI pertaining to the procedure for the affected individual to obtain, review, and request change, correction or updating of any alleged deficiency to the FBI identification record.

"Fingerprinting" means the recording of a person's fingerprints using conventionally accepted equipment and procedures to satisfy the quality, readability, and specifications of the FBI's criminal history record checking requirements. [Eff and comp 12/2/00; comp

NUV 30 2002 ] (Auth: HRS \$286-108; SLH 1999,

Act 175) (Imp: HRS §286-108; SLH 1999, Act 175)

§19-122-201 General rule. (a) Applicants who work in close proximity to children shall be of reputable and responsible character.

(b) The department may refuse to issue a driver education instructor certificate to, may terminate the driver education instructor certificate of, or may revoke the driver education instructor certificate of any applicant who has a criminal history record, employment history, or background involving violence, alcohol or drug abuse, sex offense, offense involving children or any other circumstance which indicates that the applicant may pose a risk to the health, safety, or well-being of children. The refusal, termination, or revocation action may be based on:

- (1) Conviction of a crime which indicates that the person poses a risk to the health, safety or well-being of children (the type of criminal offense, when it occurred, and evidence of rehabilitation may be considered in determining whether the criminal history record indicates a risk to children);
- (2) Other information or evidence which reflect upon the character and fitness of the person which indicates that the person poses a risk to children;
- (3) Failure to accurately and fully complete and submit certification application documents; or
- (4) Failure to declare, concealing, or falsifying criminal history, employment history, or background information to the department. [Eff and comp 12/2/00; comp NOV 30 2002 ] (Auth: HRS §286-108; SLH 1999, Act 175) (Imp: HRS §286-108; SLH 1999, Act 175)

§19-122-202 Applicant duty to provide information. (a) Except as otherwise specified or exempted from criminal history record check

requirements, any person who teaches driver's education or seeks certification as a driver education instructor with the department in a position which places that person in close proximity to children is required to provide to the department:

- (1) An accurately and fully completed certification application with all requested information and documents including employment references; and
- (2) A written consent for the department to obtain information from current and past employers and references.

(b) Applicants shall cooperate fully and make every reasonable effort to provide information and comply with fingerprinting and other related requirements when so notified and instructed by the department or its representative agents. The department may refuse to certify, or may terminate the driver education instructor certificate or both of any person who willfully fails to cooperate or fails to provide the requested information. [Eff and comp 12/2/00; comp NOV 30 2002] (Auth: HRS §286-108; SLH 1999, Act 175) (Imp: HRS §286-108; SLH 1999, Act 175)

\$19-122-203 Fingerprinting requirement. The department shall require all applicants to undergo fingerprinting to conduct criminal history record checks as may be accommodated by the Hawaii criminal justice data center. Applicants must pay all charges for fingerprinting and for the criminal history record. Applicants shall cooperate fully and make every reasonable effort to comply with fingerprinting and other requirements when so notified and instructed by the department or its representative agents. The department may refuse to certify and may terminate the driver education instructor certificate of any person who willfully fails to comply or cooperate fully with fingerprinting requirements. [Eff and comp 12/2/00; comp NOV 30 2002] (Auth: HRS §286-108; SLH 1999, Act 175) (Imp: HRS §286-108;

§19-122-204 Use of criminal history records results. (a) Information obtained from criminal history record checks shall be used exclusively by the department for the purpose of determining whether or not a person is suitable for working in close proximity to children. Use and release of such information obtained from the FBI shall be subject to federal laws and regulations.

(b) The department may disclose information that an affected individual's criminal history record check shows a "clean criminal history record". Federal law (28 U.S.C. §534) otherwise prohibits the disclosure of criminal history information obtained from the FBI. An FBI identification record and information contained therein, however, may be disclosed to the affected individual when explaining decisions or contemplated decisions resulting in refusal to certify an applicant for a driver education instructor certificate or termination of a driver education instructor certificate. Information from an FBI identification record may also be disclosed to a legal representative of the applicant with the consent of the affected individual and may also be displayed, with the consent of the affected individual, at an administrative hearing to resolve issues concerning the record's content and use. If desired, the affected individual may also request the correction of FBI criminal history information by following FBI rules to correct the FBI identification record.

(c) Criminal history information obtained from sources other than the FBI may be categorized into criminal convictions and arrest records. Criminal convictions are considered public records and may be disclosed to the general public. Arrest records are private and shall not be released by the department except in the process of verifying the disposition of the arrests, or as otherwise required by law. Information regarding a person's arrest records for offenses that may pose a risk to the health, safety or well-being of children

may be used as the basis to delay driver education instructor certificate decisions or for the suspension of a driver education instructor certificate pending further inquiry and investigation. Arrest records shall not be used as the sole basis to refuse a driver education instructor certificate. [Eff and comp 12/2/00; comp **NOV 30 2002**] (Auth: HRS \$286-108; SLH 1999, Act 175) (Imp: HRS \$286-108; SLH 1999, Act 175)

\$19-122-205 Current department of education certified driver education instructors.

Individuals at the time of the effective date of the original version of the instant rule section, who hold driver education certificates issued by the department of education within the previous five years, are subject to the requirements of this subchapter, if required in subchapter 3, upon the expiration of their current certificate and upon applying for a new certificate as required in subchapter 3. [Eff and comp 12/2/00; comp **NOV 30 2002**] (Auth: HRS \$286-108; SLH 1999, Act 175) (Imp: HRS \$286-108; SLH 1999, Act 175)

SUBCHAPTER 5

CERTIFICATION STANDARDS FOR  
DRIVER EDUCATION STUDENT CURRICULUM

\$19-122-250 Driver education curriculum task force. A task force appointed by the director shall establish minimum requirements for driver education student curricula and recommend to the director the certification of driver education, simulator and behind-the-wheel curricula. The director may certify such curricula. The task force shall be composed of a representative of the department of education, a public school driving instructor, a commercial driving school instructor, a county examiner of drivers and the department. All curricula shall be reviewed by the



department every five years to assure that they are relevant. [Eff and comp 12/2/00; comp NOV 30 2007] (Auth: HRS §286-108; SLH 1999, Act 175) (Imp: HRS §286-108; SLH 1999, Act 175)

§19-122-251 Administration of program. No driver education student curriculum shall be certified unless:

- (1) Curriculum is available and in use during all training phases.
- (2) Lesson plans are clearly written with student centered activities.
- (3) Curriculum is administered during a minimum of:
  - (A) Thirty hours of classroom instruction; or
  - (B) An on-line or Internet course which contains a minimum of six hours of course content.
- (4) Behind-the-wheel curriculum is administered during a minimum of:
  - (A) Six hours of behind-the-wheel instruction; or
  - (B) A simulator course and two hours of behind-the-wheel driving instruction.
- (5) The program cannot be completed in less than six weeks.
- (6) A maximum of three students are present during any behind-the-wheel session.
  - (A) If there is one student, there is a maximum of one and one-half hours of behind the wheel driving during an in-vehicle session.
  - (B) If there are two or three students, there is a maximum of one and one half hours behind the wheel driving time per student during an in-vehicle session.
- (7) All modules are introduced during classroom sessions and reinforced during all training phases;
- (8) All modules consist of concepts that are structured and presented in simple to

- complex building blocks.
- (9) A student cannot progress to the next module of instruction until the student reaches a certain level of proficiency.
  - (10) The program coordinates in-vehicle activities with parent or tutor sessions.
  - (11) Appropriate testing shall occur throughout all courses to test the knowledge of the student. [Eff and comp 12/2/00; comp NOV 30 2002 ] (Auth: HRS §286-108; SLH 1999, Act 175) (Imp: HRS §286-108; SLH 1999, Act 175)

§19-122-252 General provisions. To obtain certification by the department, all driver education classroom, on-line and Internet course curricula shall contain the following instructional elements:

- (1) The curriculum prepares students for achievements in social wellness, visual skills for awareness, information-processing and decision-making, risk prevention management, vehicle control, vehicle correction skills and performance excellence;
- (2) The development and habitualization of positive behavioral patterns is emphasized;
- (3) All driving skills are introduced and practiced through hands-on classroom training to insure in-car success;
- (4) Students also learn driving skills often referred to as advanced, such as off-road recovery and skid prevention, detection and correction;
- (5) Students learn how to evaluate driving situations and make low-risk decisions;
- (6) Risk versus gain relationships associated with driving are defined and explored;
- (7) Risk perception, prevention and management is presented as a function of time and space control;

- (8) Activities are utilized to promote effective student involvement in risk management and problem solving;
- (9) Students learn how behavioral, sociological and psychological factors influence driving;
- (10) The physiological effects of alcohol and other drugs, including nicotine and caffeine, on driver performance are explored;
- (11) The effects of fatigue and other physical impairments on driver performance are studied;
- (12) Conflict resolution skills are presented in relation to on-road situations;
- (13) Activities are conducted to demonstrate the problems associated with driver inattentiveness;
- (14) Activities are conducted to help students recognize the stages of anger and how to manage them;
- (15) Various forms of technology and media are used to reinforce driver behavioral patterns;
- (16) Students learn how to positively influence their peers and how to avoid negative peer influence;
- (17) Students learn the value of occupant protection and vehicle readiness;
- (18) Classroom activities demonstrate the importance of a student's responsibility both as a citizen and a driver;
- (19) Students are able to understand the basic laws and rules of the road, Hawaii's traffic laws, and their liability as drivers;
- (20) Students participate in activities to learn the limitations of motor vehicles and of drivers; and
- (21) All driver education course curricula must contain, as a minimum, instruction on driving responsibilities; signs, signals and roadway markings; basic car control; making safe driving decisions; controlling the vehicle; basic car

maneuvers; negotiating intersections; sharing the roadway; driving in different environments and situations; driving in urban areas, rural areas and high speed highways or freeways; adverse conditions; emergencies; being a responsible driver; effects of driver condition on risk taking; alcohol and other drugs; and defensive driving strategies. [Eff and comp 12/2/00; comp NOV 30 2002] (Auth: HRS §286-108; SLH 1999, Act 175) (Imp: HRS §286-108; SLH 1999, Act 175)

§19-122-253 On-line or Internet driver education student curriculum. The department may certify on-line or Internet course curricula to qualify students for completion of a driver education student completion certificate. The curricula shall meet all requirements as established in this chapter, and in addition, include a technical description of the course, including, but not limited to, provider services and support, course design, and course security. A provider of on-line or Internet driver education courses shall put in place the appropriate procedures, measures, and controls to validate student identity during performance of the course work. [Eff and comp 12/2/00; comp NOV 30 2002] (Auth: HRS §286-108; SLH 1999, Act 175) (Imp: HRS §286-108; SLH 1999, Act 175)

§19-122-254 Behind-the-wheel student curriculum. (a) To obtain certification by the department, all behind-the-wheel student curricula shall contain, as a minimum, instruction in the following skills:

- (1) Introduction to driving--pre-start, starting the engine, putting the vehicle in motion, stopping, turns;
- (2) Basic maneuvers including lane control, lateral maneuver-move into traffic, backing straight, backing left and

- right, lane changing;
- (3) Residential driving-three-point turnabout, U-turns, scanning skills, blind spots;
- (4) Rural driving-following distance, passing;
- (5) City driving-angle parking, perpendicular parking, parallel parking, curbside parking, uphill and downhill parking; and
- (6) Freeway and highway driving-merging, exiting, lane changing, following distance.

(b) If the student is using a simulator to partially meet the requirement for a behind-the-wheel student completion certificate, the behind-the-wheel driving curriculum must include items (3) and (5) in this section.

(c) The curriculum shall also contain, as a minimum, the following instructional elements:

- (1) The development of driver behavioral patterns is reinforced;
  - (2) Legal and social aspects of driving are incorporated into sessions;
  - (3) Route plans are structured and used to effectively experience behavioral patterns and to demonstrate various driving situations and circumstances;
  - (4) Structured route plans include freeway or high-speed highway driving;
  - (5) Vehicle prevention, detection and correction training is experienced using technology, such as a simulator, if available;
  - (6) The student is sufficiently prepared to demonstrate the correct modeling of driving behaviors for the teacher;
  - (7) Advanced driver training concepts are reviewed during regularly scheduled lessons.
- NOV 30 7 00 PM '99 [Eff and comp 12/2/00; comp  
(Auth: HRS \$286-108;  
SLH 1999, Act 175) (Imp: HRS \$286-108;  
SLH 1999, Act 175)

\$19-122-255 Motorcycle behind-the-wheel student curriculum. To obtain certification by the department, all motorcycle behind-the-wheel curricula shall meet the requirements of §431:10G-104, Hawaii Revised Statutes and Subchapter 4 of Chapter 19-123 of the Hawaii Administrative Rules (Certification Standard for Rider Education Student Curriculum). [Eff and comp 12/2/00; comp NOV 30 2002 (Auth: HRS §286-108; SLH 1999, Act 175) (Imp: HRS §286-108; SLH 1999, Act 175)]

\$19-122-256 Driving simulator curriculum. To obtain certification by the department, all driving simulator curricula shall contain the following instructional elements:

- (1) Content is consistent with the requirements of chapter 19-122-254, as practicable;
- (2) Content is presented with an emphasis on behavioral patterns rather than on task completion;
- (3) The simulator reinforces previous learning and continues to prepare student for in-vehicle training;
- (4) The simulator acts as a tool to monitor and measure the effectiveness of student learning in the classroom to insure student vehicle readiness;
- (5) Simulators meet all requirements of subchapter 7 and are in good working condition;
- (6) The curriculum must be integrated with driver education classroom curricula;
- (7) The provider of the simulator curriculum shall communicate to the parents or guardians, how to integrate simulator instruction with practice behind-the-wheel driving; and
- (8) The provider of the simulator curriculum shall provide the student with a simulator completion certificate that the student shall give to the behind-the-wheel instructor. This certificate shall fulfill four hours of the required

§19-122-256

six hours of behind-the-wheel instruction.

(b) The department may certify driver simulator curricula to qualify students to satisfy four hours of the behind-the-wheel requirement for a student completion certificate. [Eff and comp 12/2/00; comp NOV 30 2002] (Auth: HRS §286-108; SLH 1999, Act 175) (Imp: HRS §286-108; SLH 1999, Act 175)

§19-122-257 Monitoring of driver education and behind-the-wheel program effectiveness. The department has the right to monitor all driver education, behind-the-wheel and simulator courses and certified instructors at any time to assure that the certified curriculum is being taught. Anyone found to not be in compliance with the requirements of this chapter shall have their certificate terminated in accordance with section 19-122-165. [Eff and comp 12/2/00; comp NOV 30 2002] (Auth: HRS §286-108; SLH 1999, Act 175) (Imp: HRS §286-108; SLH 1999, Act 175)

§19-122-258 Driver education facilities. All facilities in which driver education courses are taught shall be clean, safe, appropriate, and maintain a comfortable climate. Driver education facilities must adhere to county zoning laws. Classroom courses may not be taught in a residence, unless the classroom is physically separated from the living area. [Eff and comp 12/2/00; comp NOV 30 2002] (Auth: HRS §286-108; SLH 1999, Act 175) (Imp: HRS §286-108; SLH 1999, Act 175)

§19-122-259 Driver education instructional materials. All driver education instructional materials shall be curriculum appropriate and available to all students. Textbooks and videos shall be effective and relevant resources used to enhance the curriculum. A variety of materials shall be utilized and may include computer

generated slides, videos and transparencies. [Eff and comp 12/2/00; comp NOV 30 2002 ] (Auth: HRS §286-108; SLH 1999, Act 175) (Imp: HRS §286-108; SLH 1999, Act 175)

§19-122-260 Parent/guardian involvement. Communication with the parents or guardians shall be evident in all driver education curricula.

- (1) Instructional materials shall be provided to the parent/guardian describing the driver education course and how their involvement will help their student develop good driving habits;
- (2) Parents or guardians shall be provided information on how to remain calm, give commands, keep the car in control, and provide positive feedback when conducting behind-the-wheel practice with their teens; and
- (3) Parents or guardians shall be provided in-car support materials defining what to focus on and when to practice. [Eff and comp 12/2/00; comp NOV 30 2002 ] (Auth: HRS §286-108; SLH 1999, Act 175) (Imp: HRS §286-108; SLH 1999, Act 175)

## SUBCHAPTER 6

### CERTIFICATION STANDARDS FOR INSTRUCTOR CURRICULUM

§19-122-275 Driver education instructor curriculum task force. A task force appointed by the director of transportation shall establish minimum requirements for driver education instructor curricula and recommend certification to the director. The director may certify such curricula. The task force shall be composed of a representative of the department of education, a public school driving instructor, a commercial driving school instructor, a county examiner of drivers and the department. All curricula shall be



\$19-122-275

reviewed by the department every five years to assure that they are relevant. [Eff and comp 12/2/00; comp NOV 30 2002] (Auth: HRS §286-108; SLH 1999, Act 175) (Imp: HRS §286-108; SLH 1999, Act 175)

\$19-122-276 Objective of instructor curriculum. (a) All driver education instructor classroom curricula shall contain content in classroom methods and principles in teaching driver education to prepare an instructor to carry out the driver education program as described in this chapter. The content shall prepare the instructor to:

- (1) List the purposes of, and convey the concepts of traffic and safety education to others;
- (2) Demonstrate the use of various educational methods, theories and concepts in teaching the classroom phase of a high school driver education course;
- (3) Demonstrate knowledge of the many and varied aspects of the driving task;
- (4) Develop units of instruction, based upon the state regulations for driver education, which are in psychologically sound sequence, and meet student needs in the classroom;
- (5) Develop instructional materials and activities which facilitate the attainment of the performance sought in the classroom;
- (6) Define and describe the nature of the driving task in the highway transportation system;
- (7) Solve administrative problems after an analysis of such problems are presented in the classroom;
- (8) Select, design and evaluate devices which measure the abilities of classroom and laboratory driver education teachers;
- (9) Establish and maintain a viable program

- organization including enrollment, scheduling, records and reports;
- (10) Manage traffic and safety education facilities and appropriate budget allocations for model programs;
- (11) Identify means by which traffic and safety education programs may positively influence public opinion concerning traffic and safety education;
- (12) Plan a complete course of instruction with outlines, lesson plans, and evaluation instruments; and
- (13) All curricula should contain specific information on the Hawaii Motor Vehicle Code, concepts of accident causation and countermeasures, traffic safety education classroom instruction techniques, and administration of a driver education program.

(b) All behind-the-wheel driving instructor curricula shall prepare instructors to teach the laboratory phases of traffic safety education, including the aims, objectives, methods, materials and techniques of teaching traffic simulation, and in-car instruction. The content shall prepare the instructor to:

- (1) Define and explain in depth the philosophy and rationale of the various laboratory concepts presented in the course;
- (2) Verbalize the in-car sequence and identify the objectives, rationale and management forces that influence lesson preparation;
- (3) Develop lesson plans using behavioral objectives and teach effectively from these lesson plans in all phases of the course; and
- (4) The curriculum should specifically cover the aims and purposes of behind-the-wheel instruction in driver education, including development of driver competencies, controlled and sequential nature of instruction, entry level proficiencies, perception skills, human

§19-122-276

functions, driving strategies, understanding limitations, dual control concepts, basic control tasks, traffic flow tasks, teaching methods and techniques, lesson plan development, instructional aids, selection of instructional experience, planning and implementing instruction, techniques for traffic simulation and multiple vehicle concepts, role of the instructor, student and teacher interaction and teaching activities. [Eff and comp 12/2/00; comp NOV 30 2002 ] Auth: HRS §286-108; SLH 1999, Act 175) Imp: HRS §286-108; SLH 1999, Act 175)

§19-122-277. Monitoring of driver education instructor curriculum instruction. The department has the right to monitor all driver education instructor courses at any time to assure that the certified curriculum is being taught. Anyone found to not be in compliance with the requirements of this chapter shall have their certificate terminated in accordance with section 19-122-165. [Eff and comp 12/2/00; comp NOV 30 2002 ] Auth: HRS §286-108; SLH 1999, Act 175) (Imp: HRS §286-108; SLH 1999, Act 175)

§19-122-278. Train the trainer course. The director shall certify the curricula for a train the trainer course for driver education instructors. The curricula must meet national standards set by the American Driver and Traffic Safety Education Association (ADTSEA). [Eff and comp 12/2/00; comp NOV 30 2002 ] (Auth: HRS §286-108; SLH 1999, Act 175) (Imp: HRS §286-108; SLH 1999, Act 175)

#### SUBCHAPTER 7

#### DRIVING SIMULATOR REQUIREMENTS

§19-122-300 General Provisions. Providers of driving simulator education courses must be able to demonstrate a capability to deliver, maintain, and administer a statewide high performance simulation training system for driver education:

- (1) A provider of simulation driver education courses shall put in place the appropriate procedures, measures, and controls to validate student identity during performance of the course work;
- (2) A provider of simulation driver education courses shall provide availability and access to the simulation device such that students are able to complete the course in a reasonable amount of time once they have registered;
- (3) A driving simulation device used to satisfy training requirements of a simulation course shall conform to the following characteristics:
  - (A) The simulator shall be fully interactive as defined by taking in operator control inputs, processing them with a high-fidelity dynamics model, and displaying the resulting vehicle state;
  - (B) The system shall be capable of maintaining a 60 Hz visual update rate in a fully populated, dynamic driving scenario;
  - (C) The simulator shall provide active steering force feedback;
  - (D) The simulator shall present a minimum of 150 degrees forward field-of-view (FOV);
  - (E) The simulator shall include fully articulated scenario vehicles with independent dynamics and tire articulation; and
  - (F) The simulator shall support real time driving performance monitoring, presentation of feedback, and storage of training

\$19-122-300

- performance data.; and
- (G) The simulator shall simulate Hawaii driving conditions and environment.  
[Eff and comp 12/2/00; comp  
NOV 30 2002 ] (Auth: HRS \$286-  
108; SLH 1999, Act 175) (Imp:  
HRS \$286-108; SLH 1999, Act 175)

Amendments to and compilation of Chapter 122, Title 19, Hawaii Administrative Rules, on the Summary Page dated October 10, 2002 were adopted on October 10, 2002 following public hearings held on September 24 and 26, 2002, after public notice was given in the Honolulu Star-Bulletin, The Maui News, The Garden Island News, The Hawaii Tribune-Herald and The West Hawaii Today on August 11, 2002.

They shall take effect ten days after filing with the Office of the Lieutenant Governor.



BRIAN K. MINAAI  
Director of Transportation



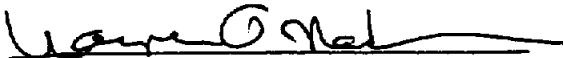
BENJAMIN J. CAYETANO  
Governor  
State of Hawaii

Dated: 11-19-02

NOV 20 2002

Filed

APPROVED AS TO FORM:



Deputy Attorney General

LIEUTENANT GOVERNOR'S  
OFFICE  
02 NOV 20 09:41

# APPENDIX A - Page 1 VEHICLE INSPECTION AND BASIC CONTROL SKILLS TESTS

DOT 4-558  
(MVS 5/01)

DRIVER'S NAME \_\_\_\_\_ LICENSE/PERMIT NUMBER \_\_\_\_\_

EXAMINED FOR CLASS \_\_\_\_\_ DATE OF MEDICAL EXAMINER'S CERTIFICATE \_\_\_\_\_

VEHICLE DRIVEN (LIST MAKE, MODEL, AND GVWR / PASSENGER CAPACITY) \_\_\_\_\_

POWER UNIT \_\_\_\_\_ TRAILER \_\_\_\_\_

ENGINE TYPE \_\_\_\_\_ TRANSMISSION TYPE \_\_\_\_\_

## VEHICLE INSPECTION SCORE

ALL VEHICLES						OPTIONAL EQUIPMENT		
ENGINE COMPARTMENT			ENGINE START					
Oil Level	0		Clutch/Gearshift	0		Vehicle Axles	2	3
Coolant Level	0		Temperature	0		Trailer Axles	1	2
Power Steering Fluid (Belt)	0		Oil Pressure	0		* Air Brakes	Yes	No
Water Pump (Belt)	0		Ammeter/Voltmeter	0		* If vehicle has no air brakes, put a line through these components.		
Alternator (Belt)	0		* Air Brake Check (1-2-3)	0				
* Air Compressor (Belt)	0		Steering Play	0				
Any Leaks/Hoses	0					Safety/Emerg. Equip. (F-E-T)	0	

TRUCK /SCHOOL BUS / TRACTOR					
FRONT SUSPENSION			FRONT OF VEHICLE		
Spring /Air	0		Lights		0
Spring Mount	0		Steering Box/Hoses		0
Shock Absorber	0		Steering Linkage		0
FRONT WHEEL			UNDER VEHICLE -		
Rims	0		REAR OF TRACTOR		
Hub Oil Seal	0		Drive Shaft		0
Tires (I-C-D)	0		Exhaust System		0
Lug Nuts	0		Frame		0
FRONT BRAKE			SCHOOL BUS ONLY		
* Slack Adjustor	0		Passenger Entry		0
* Brake Chamber	0		Emergency Exits, Seating		0
Brake Hoses/Lines	0		Student Lights, Stop Arm		0
Brake Drum/Linings	0		TRACTOR ONLY		
DRIVER / FUEL AREA			Air/Elec. Lines		0
Door, Mirror	0		Catwalk		0
Fuel Tank/Leaks	0		Lights/Reflectors		0
Battery/Box	0		COUPLING SYSTEM		
REAR WHEELS			Mounting Bolts		0
Rims	0	0	Safety Latch/Locking Jaws		0
Tires (I-C-D)	0	0	Platform		0
Axle Seals	0	0	Release Arm		0
Lug Nuts	0	0	Kingpin/Apron/Gap/		
Spacers	0	0	Tongue/Drawbar		0
REAR SUSPENSION			Sliding 5th Wheel		
Springs/Air /Torque	0	0	Locking Pins		0
Spring Mounts	0	0	REAR OF VEHICLE		
Shock Absorbers	0	0	Lights/Reflectors		0
REAR BRAKES			Doors/Ties/Lift		0
* Slack Adjustor	0	0	Splash Guards		0
* Brake Chamber	0	0			
Brake Hoses/Lines	0	0			
Brake Drum/Linings	0	0			

TRAILER			
TRAILER FRONT			
Air /Elec. Connect		0	
Header Board		0	
Lights/Reflectors		0	
SIDE OF TRAILER			
Landing Gear		0	
Frame, Tandem Release		0	
Lights/Reflectors		0	
Doors/Ties/Lifts		0	
WHEELS		F	R
Rims		0	0
Tires (I-C-D)		0	0
Axle Seals		0	0
Lug Nuts		0	0
Spacers		0	0
SUSPENSION			
Springs/Air/Torque		0	0
Spring Mounts		0	0
BRAKES			
* Slack Adjustor		0	0
* Brake Chamber		0	0
Brake Hoses/Lines		0	0
Brake Drum/Linings		0	0
REAR OF TRAILER			
Lights/Reflectors		0	
Doors, Ties/Lift		0	
Splash Guards		0	

COACH/TRANSIT BUS			
FRONT OF VEHICLE			
Lights			0
PASSENGER ITEMS			
Passenger Entry/Lift			0
Emergency Exits			0
Seating			0
DRIVER/ENTRY AREA			
Door, Mirror			0
FRONT BRAKES/ SUSPENSION			
Air Leaks/Level			0
FRONT WHEEL			
Rims			0
Hub Oil Seal			0
Tires (I-C-D)			0
Lug Nuts			0
FUEL TANK AREA			
Fuel Tank/Leaks			0
BAGGAGE COMPARTMENTS			
Battery/Box			0
Doors Secure			0
REAR WHEELS		F	R
Rims		0	0
Tires (I-C-D)		0	0
Axle Seals		0	0
Lug Nuts		0	0
Spacers		0	0
REAR BRAKES /SUSPENSION			
Air Leaks/Level			0
REAR OF VEHICLE			
Lights, Reflectors			0
Splash Guards			0

Brake Drum/Linings													0	1	0										
BASIC CONTROL SKILLS																		SCORE							
RIGHT TURN							STRAIGHT LINE BACKING							PARALLEL PARK (Conventional)											
Pullups	0	1	2	3	4	5	Pullups	0	1	2	3	4	5	Pullups	0	1	2	3	4	5					
Encroachments	0	1	2	3	4	5	Encroachments	0	1	2	3	4	5	Encroachments	0	1	2	3	4	5					
Clearance	0	1	2	3	4	5	Stop Line (2 ft.)	0	1					Inside	0	1	Rear (18°)			0	1				
ALLEY DOCK							SERPENTINE							PARALLEL PARK (Sight Side)											
Pullups	0	1	2	3	4	5	Pullups	0	1	2	3	4	5	Pullups	0	1	2	3	4	5					
Encroachments	0	1	2	3	4	5	Encroachments	0	1	2	3	4	5	Encroachments	0	1	2	3	4	5					
Rear Dock (2 ft.)	0	1												Inside	0	1	Rear (18°)			0	1				

Examiner's Signature \_\_\_\_\_ Date \_\_\_\_\_ Station \_\_\_\_\_

DRIVER'S NAME \_\_\_\_\_ LICENSE/PERMIT NUMBER \_\_\_\_\_

EXAMINED FOR CLASS \_\_\_\_\_ DATE OF MEDICAL EXAMINER'S CERTIFICATE \_\_\_\_\_

VEHICLE DRIVEN (LIST MAKE, MODEL, AND GVWR/PASSENGER CAPACITY) \_\_\_\_\_

POWER UNIT \_\_\_\_\_ TRAILER \_\_\_\_\_

ENGINE TYPE \_\_\_\_\_ TRANSMISSION TYPE \_\_\_\_\_

## NOTES:

LEFT				-TURNS-	RIGHT			
1	2	3	4	APPROACH	1	2	3	4
0	0	0	0	Traffic check	0	0	0	0
0	0	0	0	Signal, Decel, Coast, Lane	0	0	0	0
1	2	3	4	IF STOP	1	2	3	4
0	0	0	0	Necessary, Smooth, Gap, Stop line, Full stop, Wheels straight	0	0	0	0
1	2	3	4	TURNING	1	2	3	4
0	0	0	0	Traffic check	0	0	0	0
0	0	0	0	Both hands, Gears	0	0	0	0
0	0	0	0	Speed, Wide/Short	0	0	0	0
1	2	3	4	COMPLETE TURN	1	2	3	4
0	0	0	0	Traffic check	0	0	0	0
0	0	0	0	Correct lane	0	0	0	0
0	0	0	0	Signal, Accelerate, Right	0	0	0	0
				NO ERRORS				

INTERSECTIONS				
STOPPING		S	S	
Traffic check		0	0	
Deceleration, Coast		0	0	
Gap, Stop line, Full stop		0	0	
DRIVING THROUGH	T	R		
Traffic check	0	0	0	0
Yield, Lane, Gear	0	0	0	0
Accelerate	0	0	0	0
NO ERRORS				

URBAN / RURAL SECTION		
	U	R
Regular traffic checks	0	0
Selects proper lane	0	0
Keeps vehicle in lane	0	0
Speed, Following distance	0	0
Lane changes: Traffic check		
Signal, Space, Smooth change		
Left	0	0
Right	0	0
NO ERRORS		

GENERAL DRIVING BEHAVIOR	
Used clutch properly (shifting, double clutched, didn't ride)	0
Used gears properly (over-rev/lug engine, clash gears, coast)	0
Used brakes properly (smooth braking, no riding or pumping)	0
Proper steering (both hands on wheel, no over/under control)	0
Proper lane usage (not over lanes, stop lines, etc., correct lane)	0
Wore safety belt	0

START / STOP ON GRADE		
APPROACH	U	D
Traffic check	0	0
Signal on	0	0
Correct lane, Deceleration		
Not coast	0	0
STOP		
Parallel, Not blocking, Not rolling	0	0
Signal off/4-ways on	0	0
Parking brake on	0	0
RESUME		
Traffic check, 4-ways off/		
Signals on, Parking brake,		
Not stall engine	0	0
Traffic check, Accelerate	0	0
NO ERRORS		

CURVE	
Speed: Enter, Through,	
Stay in lane	0
Traffic checks	0
NO ERRORS	

EXPRESSWAY		
MERGE ON		
Traffic check, Signal,		
Spacing, No stop, Merge,		
Cancel signal		0
LANE CHANGES	L	R
Traffic check, Signal,		
Spacing, Smooth change,		
Cancel signal	0	0
EXIT		
Traffic check, Signal		0
Smooth merge to exit lane		0
Decelerate in Exit lane		0
Ramp speed, Spacing,		
Cancel Signal		0
NO ERRORS		

DRIVE UP GRADE	
In proper gear	0
Keep right	0
Traffic check	0
NO ERRORS	

DRIVE DOWN GRADE		
	A	S
In proper gear, Keep right	0	0
Brake check, Clutch	0	0
Safe speed, Braking	0	0
Traffic checks	0	0
NO ERRORS		

RAILROAD CROSSING	
Traffic check	0
Law, Gears, Stop, Pass, Change lanes	0
NO ERRORS	

BRIDGE / OVERPASS / SIGN	
Knew weight/clearance/sign	0
NO ERRORS	

AUTOMATIC FEATURES	
Moving traffic violation or disobeyed signs and signals	0
Avoidable accident or incident	0
Dangerous action or unsafe behavior	0
Put vehicle over sidewalks or curbs	0
Other (see notes)	0

ROAD TEST SCORE: \_\_\_\_\_

Examiner's Signature \_\_\_\_\_ Date \_\_\_\_\_ Station \_\_\_\_\_



# APPENDIX B

CDL PERFORMANCE TESTS PASSING SCORES			
<b>VEHICLE INSPECTION PASSING SCORE</b>			
Automatic Failure: Did not correctly perform at least one of the three parts of the air brake check.			<input type="checkbox"/>
<b>TRACTOR-TRAILER PASSING SCORES (Minimum/Maximum)</b>			
<b>With Air Brakes</b>			
3-axle Tractor	2-axle Trailer	86/108	
3-axle Tractor	1-axle Trailer	78/97	
2-axle Tractor	2-axle Trailer	77/96	
2-axle Tractor	1-axle Trailer	68/85	
<b>No Air Brakes</b>			
3-axle Tractor	2-axle Trailer	77/96	
3-axle Tractor	1-axle Trailer	70/87	
2-axle Tractor	2-axle Trailer	69/86	
2-axle Tractor	1-axle Trailer	62/77	
<b>STRAIGHT TRUCK/BUS PASSING SCORES</b>			
	<b>Straight Truck</b>	<b>School Bus</b>	<b>Coach/Transit Bus</b>
<b>With Air Brakes</b>			
3 Axles	54/67	56/70	38/47
2 Axles	44/55	46/58	33/41
<b>No Air Brakes</b>			
3 Axles	47/59	50/62	36/45
2 Axles	39/49	42/52	31/39
<b>BASIC CONTROL SKILLS PASSING SCORES</b>			
Automatic Failure: Failure to Perform Any Basic Control Skills Maneuver in Good Faith			<input type="checkbox"/>
Form 1	16 Errors or Less		
Form 2	14 Errors or Less		
Form 3	12 Errors or Less		
<b>ROAD TEST PASSING SCORE</b>			
25 Errors or Less			
<b>ROAD TEST AUTOMATIC FAILURES</b>			
Moving Traffic Violation or Disobeyed Signs and Signals			<input type="checkbox"/>
Avoidable Accident or Incident			<input type="checkbox"/>
Dangerous Action or Unsafe Behavior			<input type="checkbox"/>
Put Vehicle Over Sidewalks or Curbs			<input type="checkbox"/>
Other			<input type="checkbox"/>

## APPENDIX C

DOT 4-810 (HWY-V 7/01)

STATE OF HAWAII

County of \_\_\_\_\_

Approval \_\_\_\_\_

Examiner of Drivers

### MOTORCYCLE SKILLS TEST CERTIFICATION FOR WAIVER Notice of Satisfactory Course Completion

Applicant's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Instruction Permit or  
Driver License Number: \_\_\_\_\_

Course Completion Date: \_\_\_\_\_

Completion Card Number: \_\_\_\_\_

I certify that the above named applicant has successfully completed and passed a motorcycle *Rider Course* that meets the requirements established for license test waiver in accordance with Section 286-108 (a), Hawaii Revised Statutes. This certification is valid if presented to the examiner of drivers within 90 days of the course completion date. This certification is not an instruction permit nor a license to operate a motorcycle.

\_\_\_\_\_  
State Coordinator's Signature and Identification Number

# ALTERNATE MOTORCYCLE OPERATOR SKILL TEST

## EXAMINER STUDY GUIDE

### 2.0 CUSTOMER INFORMATION

Every customer should understand what will be required and how the test will be scored. There is nothing to be gained by concealing the nature of the exercises.

If a modification is required to lay out the test, the instructions should be reviewed to be sure the content is correct.

The instructions explain what is expected; therefore, the customer may watch and listen while others take the test.

### 2.1 TEST ADMINISTRATION

#### 2.1-1 PRE-TEST

##### Instructions

- This test consists of seven exercises that measure your ability to perform basic vehicle-control and hazard-response skills. Most of the exercises involve speeds of about 15 mph. You will be scored on time and distance standards, as well as path and foot-down violations. The test may be ended for point accumulation, falling or dropping the motorcycle, committing an unsafe act, or failure to understand or follow instructions. You may stop the test at any time. However, you must complete the entire test to pass it. Do you have any questions?

(Point out the path of travel as you read the instructions for each exercise.)

## 2.1-2 EXERCISE ONE—STALLS ENGINE

### Purpose

Stalling indicates a rider's lack of clutch and throttle control. If unable to coordinate these controls, a rider could stall in traffic, creating an unsafe situation.

### Examiner Position and Action

Instructions for Stalling, the Sharp Turn and the Normal Stop are given at the beginning of the first run. Stand on the rider's left.

### Instructions

- Points are assessed if you stall your engine during any exercise. Do you have any questions?

### Scoring

Riders are always scored according to the greatest degree of error. Maximum points for stalling is 5 points.

- Stalls engine once 1 point
- Stalls engine twice 3 points
- Stalls engine three or more times 5 points

### Standard

Points are scored for stalling while attempting any exercise.

## 2.1-3 EXERCISE TWO—SHARP TURN

(See Illustration A on Page 8)

### Purpose

Occasionally riders are required to make sharp turns into traffic. This exercise evaluates a rider's ability to maintain control and remain within a specific path when turning sharply.

### Examiner Position and Actions

Stand to the rider's left to allow the rider to see the path of travel and hear instructions. After the rider leaves the starting T, move closer to the Sharp Turn to watch for violations. Cross to the other side of the course and stand near the Normal Stop box as the customer rides toward it. Keep your eyes on the tires and feet.

### Instructions

- Accelerate straight ahead and make a sharp left turn inside the boundaries. Do not put a foot down or touch the lines.

### Scoring

Maximum score for Exercise 2, Sharp Turn, is 6 points.

Check	Possible Points	Maximum Points
A. Path	0, 3, 5	5
B. Foot Down	0, 1	<u>1</u>
		6

### Standard

- A. Path—One tire touches or crosses one boundary, 3 points. One tire touches or crosses two or more boundaries, or both tires touch or cross one or more boundaries, 5 points. If the motorcycle is near the outside of the path, pay attention to the outside line. If near the inside boundary, watch the inside line; the rear tire is more likely to touch a boundary. Watch the pavement! Score only when paint can be seen beside the tire, which indicates the tire is on the line.
- B. Foot Down—One point is scored if one or both feet touch the ground.

## 2.1-4 EXERCISE THREE—NORMAL STOP

(See Illustration A on Page 8)

### Purpose

This exercise evaluates a rider's ability to stop in a designated area, such as before a crosswalk or stop sign, without interfering with traffic.

### Examiner Position and Action

After the rider completes the "Sharp Turn," the examiner moves from the barrier line, S, to the stop box, F. The examiner never takes his/her eyes off the rider.

## Instructions

- Then ride toward this end of the course. Make a smooth, non-skidding stop with your front tire inside that box. Your front tire must not touch any painted lines.
- Do you have any questions? Wait for my signal to begin.

Check the stopped position. Reposition the rider for the next exercise. Mark the scoresheet and check point accumulation.

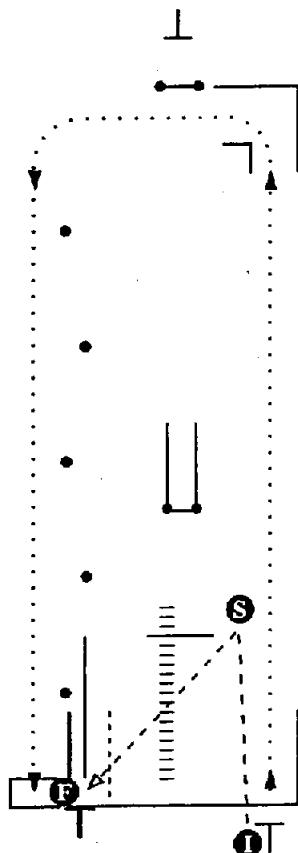
## Scoring

**Maximum score for Exercise 3, Normal Stop, is 8 points.**

<u>Check</u>	<u>Possible Points</u>	<u>Maximum Points</u>
A. Skid	0, 3	3
B. Stop Position	0, 5	<u>5</u>
		8

### ILLUSTRATION A

- I** Examiner Instruction Position
- S** Examiner Starting Position
- F** Examiner Finishing Position



### Standard

- A. Listen and watch for a skid. A skid is indicated by a locked rear wheel while the motorcycle is still in motion. A skid may or may not make a "chirp" or sliding noise. Assess 3 points.
- B. **Stopped Position**—Score from the first complete stop. Assess 5 points if the front tire touches a line or the contact point (where the bottom of tire rests on pavement) is not in the box.

## 2.1-5 EXERCISE FOUR—CONE WEAVE

(See Illustration B on Page 9)

## Purpose

New riders must be familiar with motorcycle controls and basic handling skills. A rider may never experience this on the street as there is nothing to simulate a Cone Weave in the normal traffic experience. But a rider must be able to coordinate clutch and throttle to complete turns and avoid hazards.

### Examiner Position and Actions

Instructions for the Cone Weave and U-Turn are given before the Cone Weave. Position the rider with the front tire on the T. Stand to the rider's right to allow the applicant to see the path of travel and hear instructions. When the rider starts, step behind and follow to the end of the U-Turn boundary line. Stay to the center of the cones to see if either foot touches the ground or if a tire skips or hits a cone. Once the rider is beyond the last cone, move to position F to see the U-Turn clearly.

## Instructions

- Ride to the left of the first cone, to the right of the second, and so on. Weave past all five cones without touching or skipping a cone or putting your foot down.

### Scoring

**Maximum score for Exercise 4, Cone Weave, is 10 points.**

<u>Check</u>	<u>Possible Points</u>	<u>Maximum Points</u>
A. Skips or hits cone(s)	0, 3, 5	5
B. Foot down	0, 3, 5	<u>5</u>
		<b>10</b>

## Standard

- A. **Skips or hits cone(s)** — A tire hits or skips one cone, 3 points. Two or more, 5 points.
- B. **Foot down** — One foot touches, 3 points. One or both feet touch two or more times, 5 points. Both feet touch at the same time, 5 points.

If a customer rides straight through cones 1-4, assess 5 points for "skips cones" only.

### 2.1-6 EXERCISE FIVE—U-TURN

(See Illustration B on this page)

#### Purpose

The U-Turn tests a rider's ability to coordinate multiple controls while negotiating a turn.

#### Examiner Position and Action

Instructions for the U-Turn are given with the instructions for the Cone Weave. As the rider leaves the Cone Weave, the position is approximately even with the barrier line. Start moving to the right, without interfering with the rider approaching the U-Turn. As the rider enters the U-Turn box, stand at the far end of the barrier line facing the rider. Watch the lines, not the motorcycle. The back line or exit sideline are most likely to be touched. Stand on the rider's right.

#### Instructions

- Continue around to the far side of the course and make a right U-Turn inside this box.
- Do not touch the solid line (motorcycles over 500cc) or the dashed line (motorcycles 500cc or under) or put a foot down.
- Stop near that line. Wait for further instructions.
- Do you have any questions? Wait for my signal to begin.

#### Scoring

Maximum score for Exercise 5, U-Turn, is 10 points.

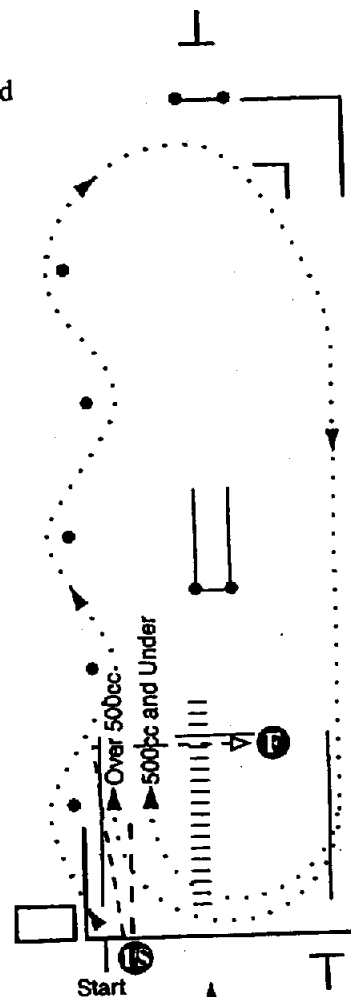
Check	Possible Points	Maximum Points
A. Path	0, 5	5
B. Foot down	0, 5	5
		10

## Standard

- A. **Path**—A tire contacts a boundary line or a rider does not complete the exercise as directed, 5 points. Cycles 500cc and under complete a U-Turn in 20'. Cycles over 500cc are allowed 24'.
- B. **Foot down**—Either touches, 5 points.

### ILLUSTRATION B

- IS Examiner Instruction and Starting Position
- F Examiner Finishing Position



### 2.1-7 EXERCISE SIX—QUICK STOP

(See Illustration C on Page 10)

#### Purpose

Approximately 70% of all accident-involved riders fail to use, or incorrectly use, their brakes in an emergency situation. The Quick Stop exercise measures a rider's ability to stop quickly.

## Examiner Position and Actions

Stand to the rider's right and give instructions where the U-Turn ends near the obstacle line for Exercise Seven, Obstacle Swerve. The rider begins with the front tire on the starting T located at the opposite end of the path of travel and straight out or behind the second timing line, near the Cone Weave. Watch the lines. Start timing when the front tire reaches the first line. Stop timing when the front tire reaches the second line.

To score, walk to the stopped position and mark the stopping distance from the leading edge of the front tire. Record the "stopping distance" in the space on the scoresheet. Enter the time shown on the stopwatch. Use the timing/distance chart (page 12) to determine stopping distance allowed. Record this in the "allowed" space. Subtract distance "allowed" from actual stopping distance.

## Instructions

- Position your cycle on that T.
- On my signal, accelerate straight up this path. Stabilize your speed between 12-20 mph by the time you reach the first line.
- Maintain a steady speed.
- When your front tire passes the second line, stop as fast as you safely can. You will not lose points if you skid.
- Remain stopped until I tell you to move.
- Do you have any questions? Wait for my signal to begin.

## Scoring

Maximum score for Exercise 6, Quick Stop, is 5 points.

Check	Possible Points	Maximum Points
A. Stopping Distance	0, 1, 2, 3, 4, 5	5

## Standard

- A. Stopping distance—Use the 1' increments on the pavement to mark the leading edge of the front tire to the nearest foot. Assess one point for each foot beyond the standard up to a maximum of 5 points.

If the customer rides above 20 mph but stops within 23' (the standard for 20 mph), 0 points are assessed. The customer exceeded stopping standards set for novice riders.

B. Re-rides—A maximum of one re-ride is allowed for the following reasons:

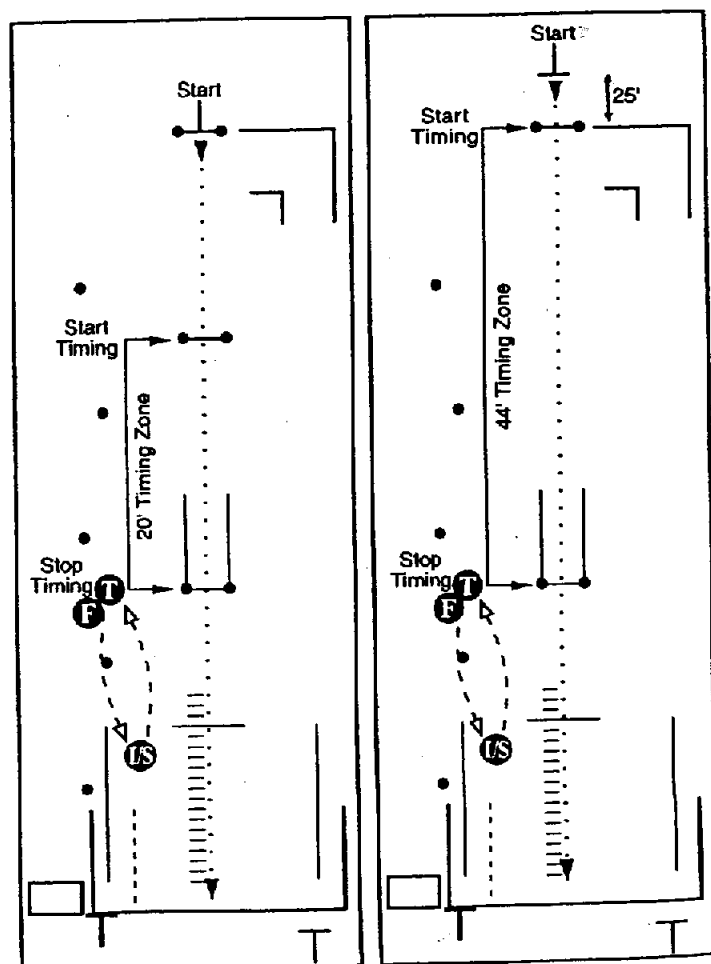
- The speed range is 12-20 mph. If the rider's speed is over 20 mph on the first attempt and stops beyond 23', allow a second attempt. Advise the rider to ride between 12-20 mph. If it occurs again, assess 5 points.
- If speed is under 12 mph on the first run, the exercise must be repeated. Assess 5 points if it occurs again for failure to meet minimum standards.
- Braking in the timing zone requires a second attempt. Assess 5 points if it occurs again.

## ILLUSTRATION C

**T** Examiner Timing Position

**IS** Examiner Instruction and Scoring Position

**F** Examiner Finishing Position



## 2.1-8 EXERCISE SEVEN—OBSTACLE SWERVE

(See Illustration D on this page)

## Purpose

**Research has shown that 32% of accident-involved riders fail to take any evasive action and 76% improperly execute their evasive action. The Obstacle Swerve exercise evaluates a rider's ability to maneuver quickly to avoid a hazard.**

### Examiner Position and Actions

**To score, stand out of the path of travel and behind the second timing line on the side the rider will be swerving. Position to clearly see both timing lines and a direct view of the sideline.**

## Instructions

Instructions are given where the Quick Stop ends. Roll the motorcycle back from its stopped position to permit seeing the obstacle line before reading the instructions. If necessary, advise the customer to ride slower or faster based on the previous exercise speed. Give the instructions from the side the rider will swerve.

- **Start at the T.**
- **On my signal, accelerate straight up this path. Stabilize your speed between 12-20 mph by the time you reach the first line.**
- **Maintain a steady speed.**
- **When your front tire passes the second line, swerve to the (right/left). Avoid the obstacle line and stay to the inside of the side line. Do not touch either line.**
- **Once past the side line, stop and wait for further instructions.**
- **Do you have any questions? Wait for my signal to begin.**

### Scoring

**Maximum score for Exercise Seven, Obstacle Swerve, is 5 points.**

<u>Check</u>	<u>Possible Points</u>	<u>Maximum Points</u>
A. Path	0, 5	5

### Standard

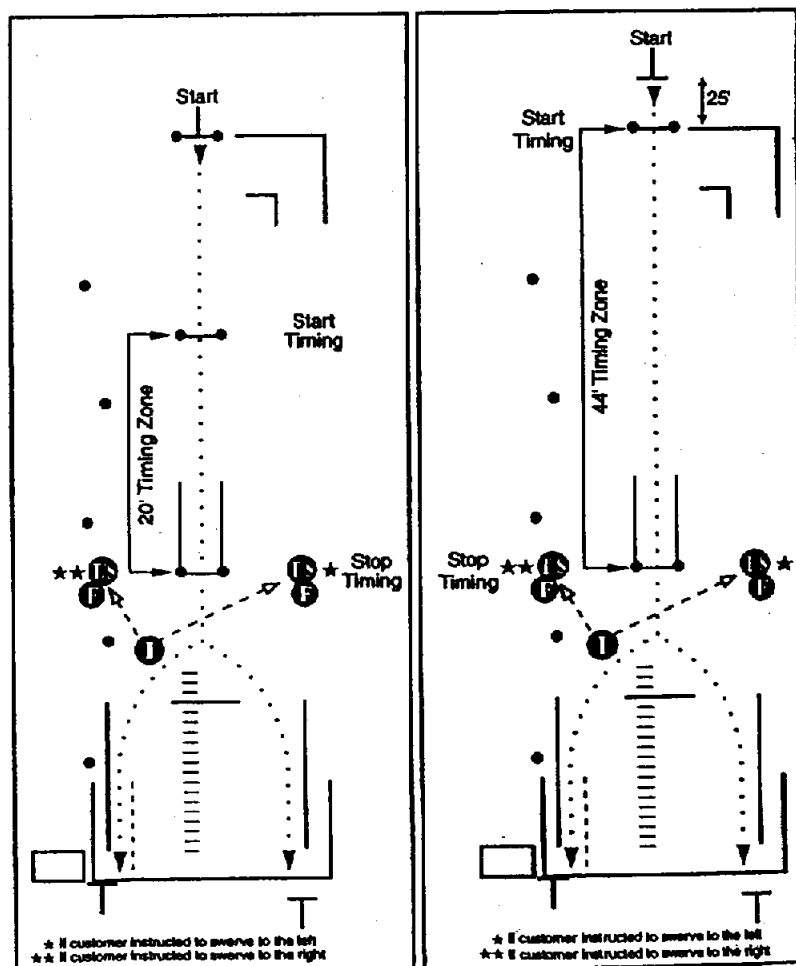
**A. Path**—A tire touches the obstacle line or side line, or the rider swerves in the wrong direction, is 5 points. If the rider performs this exercise properly at more than 20 mph, 0 points are scored.

### Re-rides

Second runs are allowed for speeds too fast (if a path violation occurs), too slow, swerving or braking in the timing zone. Maximum points are assessed if any of these situations occur on the second attempt.

### ILLUSTRATION D

- I** Examiner Instruction Position
- IS** Examiner Timing and Scoring Position
- F** Examiner Finishing Position





## 2.1-9 EXERCISE SIX & SEVEN—TIMING ZONE

Speed is calculated with a stopwatch and a timing chart. Watch the lines, not the motorcycle. When the front tire touches the first timing line, the stopwatch button is pressed and released. It is pressed and released again when the second timing line is touched. Compare the time on the watch with the chart to calculate stopping distance allowed.

Examiner position for all timing activities must be at the same place, every time, to maintain timing accuracy.

The following chart is for a 44' timing zone. **THIS TIMING ZONE SHOULD NOT BE USED WITHOUT A RUNNING START** of at least 25'.

**TIMING/DISTANCE CHART**  
44' Timing Zone

Seconds	Speed	Allowable Stopping Distance
1.50-1.57	20 mph	23 feet
1.58-1.66	19 mph	20 feet
1.67-1.76	18 mph	18 feet
1.77-1.87	17 mph	16 feet
1.88-1.99	16 mph	14 feet
2.00-2.14	15 mph	13 feet
2.15-2.30	14 mph	11 feet
2.31-2.50	13 mph	10 feet
2.51-2.60	12 mph	9 feet

If an extra 25' is not available for the 44' zone, a 20' timing zone should be used. Place the starting T at line B-C to allow 24' before entering the timing zone.

**TIMING/DISTANCE CHART**  
20' Timing Zone

Seconds	Speed	Allowable Stopping Distance
.67-.69	20 mph	23 feet
.70-.73	19 mph	20 feet
.74-.77	18 mph	18 feet
.78-.82	17 mph	16 feet
.83-.87	16 mph	14 feet
.88-.94	15 mph	13 feet
.95-1.01	14 mph	11 feet
1.02-1.09	13 mph	10 feet
1.10-1.18	12 mph	9 feet

## 2.2 TEST TERMINATION

The examiner is required to end the test under any of the following conditions:

- **Point accumulation constitutes failure**—Each skill-test exercise is increasingly more difficult and critical to safe operation than the previous exercise. Performing exercises after a rider has failed the test is hazardous for the unskilled operator.
- **Falls or drops the motorcycle**—Falling with or dropping the motorcycle indicates an inability to operate a motorcycle safely. Dropping is indicated when any portion of the side of the motorcycle touches the ground.
- **Commits an unsafe act**—An unsafe act could result from a rider's inability to perform exercise requirements (loses control if one wheel rises off pavement) or from a rider's attempt to demonstrate skills not called for in the exercise (disregard for instructions).
- **Fails to understand or follow instructions**—A rider may fail to understand instructions on a given exercise. Failure to comply with exercise instruction after two attempts is an automatic failure.
- **Excessive test time**—If, in the examiner's judgment, testing time has exceeded a reasonable limit, the test should be ended. Time may be excessive due to the rider stalling the cycle, having to continually repeat instructions, or misunderstanding instructions on various exercises.

The entire test must be administered when re-testing.

## **2.3 CUSTOMER DEBRIEFING**

Customers should be advised of their score. It is recommended that the rider be given a copy of the scoresheet. The examiner should briefly explain points assessed. The skill level required to pass this test represents minimum, novice level skills. Anyone unable to meet those standards may need basic riding instruction. If available, test failures should be referred to a local rider-education course.

## **2.4 SCORESHEET**

Points for errors made should be assessed after each exercise is completed. Once the applicant exceeds 10 points, the test should be ended.

Exercises 3 and 4 require the use of the Timing/Distance Chart. It converts speed to maximum allowable stopping distance.

Pre-test instructions on the scoresheet should be read to the customer. The customer signs the scoresheet, verifying the instructions were given.

# ALTERNATE MOST INSTRUCTIONS

This test consists of seven exercises that measure your ability to perform basic vehicle-control and hazard-response skills. Most of the exercises involve speeds of about 15 mph. You will be scored on time and distance standards, as well as path and foot-down violations. The test may be ended for point accumulation, falling or dropping the motorcycle, committing an unsafe act, or failure to understand or follow instructions. You may stop the test at any time. However, you must complete the entire test to pass it. Do you have any questions? *(Point out paths of travel as you read instructions.)*

## **STALLS, SHARP TURN, NORMAL STOP—***(Stand on rider's left)*

- Points are assessed if you stall your engine during any exercise. Do you have any questions?
- Accelerate straight ahead and make a sharp left turn inside the boundaries. Do not put a foot down or touch the lines.
- Then ride toward this end of the course. Make a smooth, non-skidding stop with your front tire inside that box. Your front tire must not touch any painted lines.
- Do you have any questions? Wait for my signal to begin.

## **CONE WEAVE, U-TURN—***(Stand on rider's right)*

- Ride to the left of the first cone, to the right of the second, and so on. Weave past all five cones without touching or skipping one, or putting your foot down.
- Continue around to the far side of the course and make a right U-turn inside this box.
- Do not touch the solid line *(motorcycles over 500cc)* or the dashed line *(motorcycles 500cc or under)*, or put your foot down.
- Stop near that line. Wait for further instructions.
- Do you have any questions? Wait for my signal to begin.

## **QUICK STOP—***(Stand on rider's right)*

- Position your cycle on that T.
- On my signal, accelerate straight up this path. Stabilize your speed between 12-20 mph by the time you reach the first line.
- Maintain a steady speed.
- When your front tire passes the second line, stop as fast as you safely can. You will not lose points if you skid.
- Remain stopped until I tell you to move.
- Do you have any questions? Wait for my signal to begin.

## **OBSTACLE SWERVE—***(Stand on side rider will swerve)*

- Start at the T.
- On my signal, accelerate straight up this path. Stabilize your speed between 12-20 mph by the time you reach the first line.
- Maintain a steady speed.
- When your front tire passes the second line, swerve to the (right/left).
- Avoid the obstacle line and stay to the inside of the side line. Do not touch either line.
- Once past the side line, stop and wait for further instructions.
- Do you have any questions? Wait for my signal to begin.

This test consists of seven exercises that measure your ability to perform basic vehicle-control and hazard-response skills. Most of the exercises involve speeds of about 15 mph. You will be scored on time and distance standards, as well as path and foot-down violations. The test may be ended for point accumulation, falling or dropping the motorcycle, committing an unsafe act, or failure to understand or follow instructions. You may stop the test at any time. However, you must complete the entire test to pass it. Do you have any questions?

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 EXAMINER: \_\_\_\_\_

<b>ALTERNATE MOST SCORE SHEET</b>										<b>Points Assessed</b>	
RUN 1	<b>SHARP TURN</b>								<b>Sharp Turn</b>		
	A. Path _____							3	5		
	B. Foot down _____							1			
	Remarks								<b>Points</b>		
	<b>NORMAL STOP</b>								<b>Normal Stop</b>		
A. Skid _____							3				
B. Stopped position _____								5			
Remarks								<b>Points</b>			
RUN 2	<b>CONE WEAWE</b>								<b>Cone Weave</b>		
	A. Tire skips or hits cone(s) _____							3	5		
	B. Foot down _____							3	5		
	Remarks								<b>Points</b>		
	<b>U-TURN</b>								<b>U-Turn</b>		
A. Path _____								5			
B. Foot down _____								5			
Remarks								<b>Points</b>			
RUN 3	<b>QUICK STOP</b>				Time	Reride Time	Stopping Distance _____		Distance Allowed _____		<b>Quick Stop</b>
							1	2	3	4	5
Remarks _____										<b>Points</b>	
RUN 4	<b>OBSTACLE SWERVE</b>				Time	Reride Time	5				<b>Obstacle Swerve</b>
	A. Path _____										
Remarks										<b>Points</b>	
<b>STALLING</b>								<b>Stalling</b>			
A. Stalling engine during any exercise _____							1	3	5		
Remarks _____											
<b>Timing/Distance Chart—44-Foot Timing Zone</b>										<b>TOTAL POINTS 0-10 = PASSING</b>	
Seconds			Speed			Maximum Stopping Distance			<b>TEST TERMINATION</b> <input type="checkbox"/> Falls or drops the motorcycle. <input type="checkbox"/> Commits an unsafe act. <input type="checkbox"/> Fails to understand instructions repeatedly. <input type="checkbox"/> Point accumulation. <input type="checkbox"/> Excessive time.		
1.50-1.57			20 mph			23 feet					
1.58-1.66			19 mph			20 feet					
1.67-1.76			18 mph			18 feet					
1.77-1.87			17 mph			16 feet					
1.88-1.99			16 mph			14 feet					
2.00-2.14			15 mph			13 feet					
2.15-2.30			14 mph			11 feet					
2.31-2.50			13 mph			10 feet					
2.51-2.60			12 mph			9 feet					
<b>TEST TOTAL</b>											

This test consists of seven exercises that measure your ability to perform basic vehicle-control and hazard-response skills. Most of the exercises involve speeds of about 15 mph. You will be scored on time and distance standards, as well as path and foot-down violations. The test may be ended for point accumulation, falling or dropping the motorcycle, committing an unsafe act, or failure to understand or follow instructions. You may stop the test at any time. However, you must complete the entire test to pass it. Do you have any questions?

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

EXAMINER: \_\_\_\_\_

<b>ALTERNATE MOST SCORE SHEET</b>										<b>Points Assessed</b>		
<b>RUN 1</b>	<b>SHARP TURN</b>								<b>Sharp Turn</b>			
	A. Path _____						3		5			
	B. Foot down _____						1					
	Remarks										<b>Points</b>	
	<b>NORMAL STOP</b>								<b>Normal Stop</b>			
A. Skid _____						3		5				
B. Stopped position _____												
Remarks										<b>Points</b>		
<b>RUN 2</b>	<b>CONE WEAWE</b>								<b>Cone Weave</b>			
	A. Tire skips or hits cone(s) _____						3		5			
	B. Foot down _____						3		5			
	Remarks										<b>Points</b>	
	<b>U-TURN</b>								<b>U-Turn</b>			
A. Path _____						5		5				
B. Foot down _____												
Remarks										<b>Points</b>		
<b>RUN 3</b>	<b>QUICK STOP</b>				Time	Reride Time	Stopping Distance _____		Distance Allowed _____		<b>Quick Stop</b>	
							1	2	3	4	5	
Remarks _____										<b>Points</b>		
<b>RUN 4</b>	<b>OBSTACLE SWERVE</b>				Time	Reride Time	5				<b>Obstacle Swerve</b>	
	A. Path _____											
Remarks										<b>Points</b>		
<b>STALLING</b>								<b>Stalling</b>				
A. Stalling engine during any exercise _____						1		3		5		
Remarks _____												
<b>Timing/Distance Chart—20-Foot Timing Zone</b>										<b>TOTAL POINTS 0-10 = PASSING</b>		<b>TEST TOTAL</b>
Seconds	Speed	Maximum Stopping Distance										
.67-.69	20 mph	23 feet										
.70-.73	19 mph	20 feet										
.74-.77	18 mph	18 feet										
.78-.82	17 mph	16 feet										
.83-.87	16 mph	14 feet										
.88-.94	15 mph	13 feet										
.95-1.01	14 mph	11 feet										
1.02-1.09	13 mph	10 feet										
1.10-1.18	12 mph	9 feet										

#### TEST TERMINATION

- ☐ Falls or drops the motorcycle.
- ☐ Commits an unsafe act.
- ☐ Fails to understand instructions repeatedly.
- ☐ Point accumulation.
- ☐ Excessive time.

## Vehicle Inspection Guide (Key Locations To Inspect)

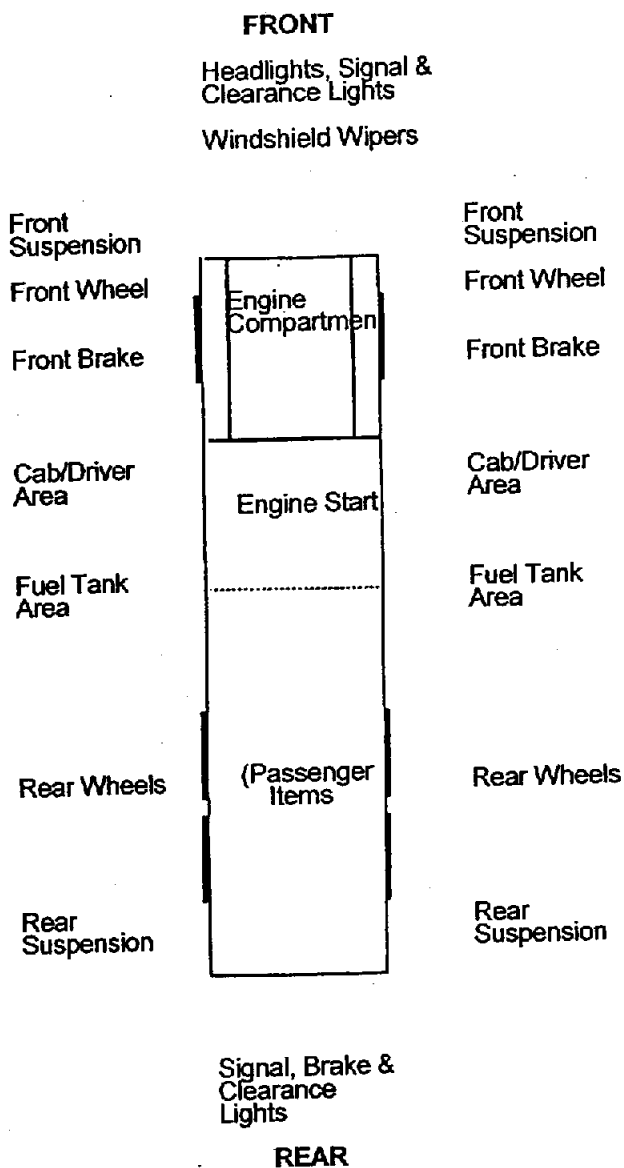


Figure 2-5. Straight Truck/School Bus

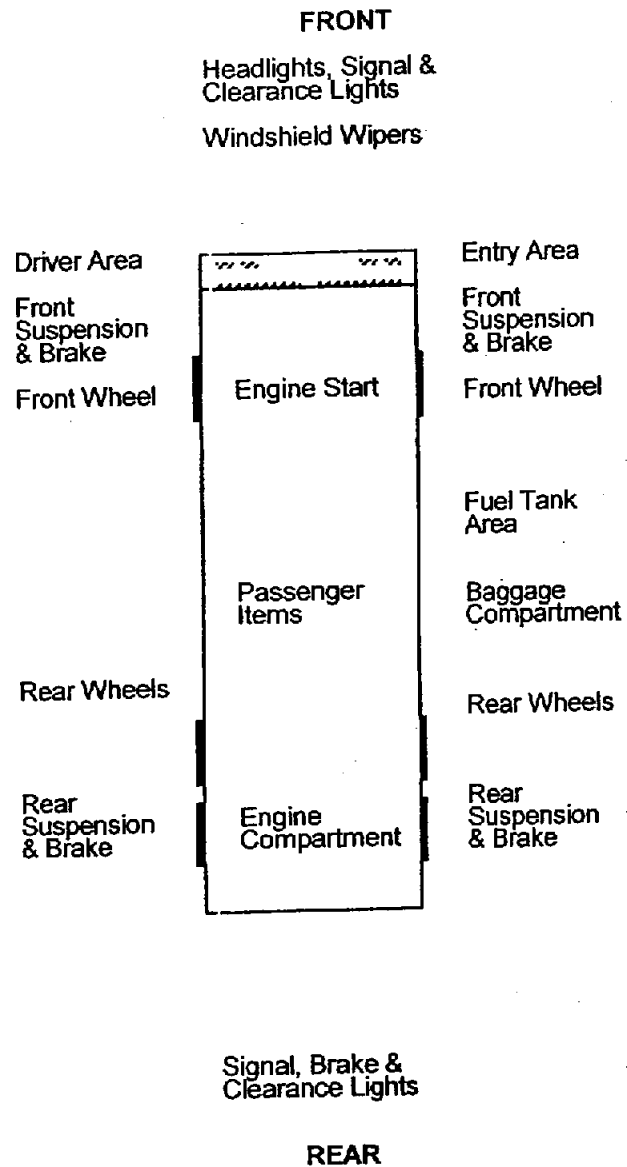


Figure 2-6. Coach/Transit Bus

**Safety Note: Always put vehicle key in your pocket -- or someone might move the vehicle while you are checking underneath it.**

# Vehicle Inspection Guide (Key Locations to Inspect)

## FRONT OF VEHICLE

Headlights, Signal &  
Clearance Lights

Windshield Wipers

Front  
Suspension

Front Wheel

Front Brake

Cab Area

Saddle Tank Area

Coupling System

Rear Tractor Wheels  
Wheels

Suspension

Brakes

Rear of Tractor

Side of Trailer

Trailer Wheels

Suspension

Brakes

Front  
Suspension

Front Wheel

Front Brake

Cab Area

Saddle Tank

Front of Trailer

Rear Tractor

Suspension

Brakes

Side of Trailer

Trailer Wheels

Suspension

Brakes

Signal, Brake and  
Clearance Lights

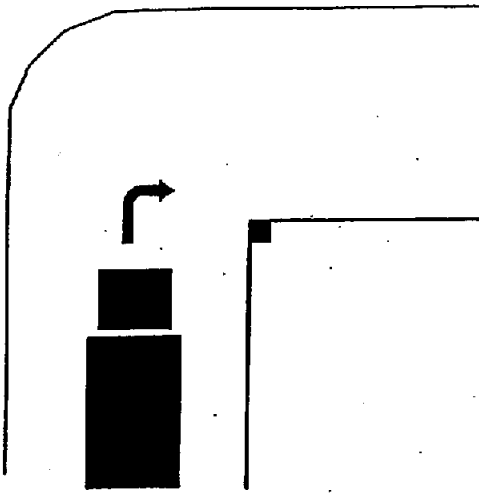
REAR OF TRAILER

Figure 2-7. Tractor-Trailer

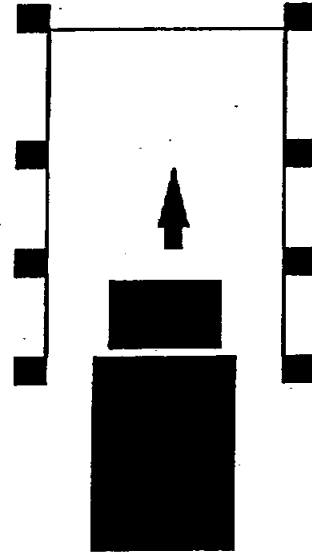
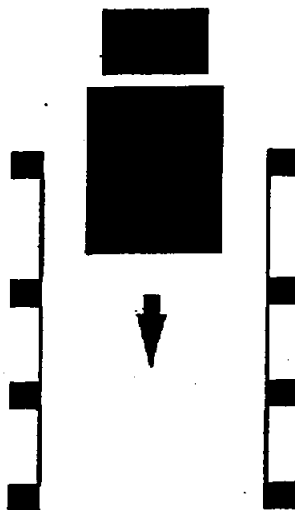
**Safety Note:** If you are parked on a street, walk around so you are facing the oncoming traffic. Pay attention so you don't get run over.

## EXERCISES FOR BASIC CONTROL SKILLS TEST

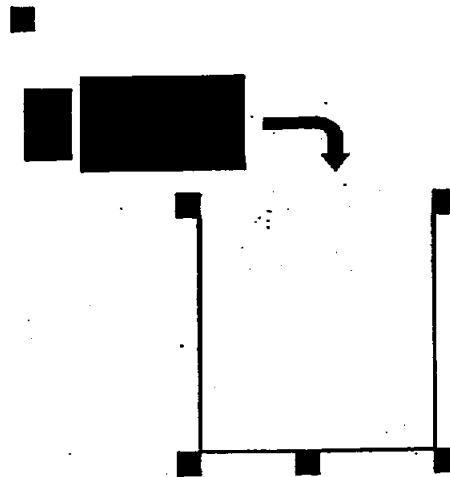
Right Turn



Forward Stop

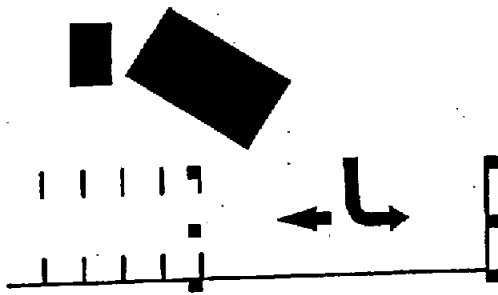
Straight Line  
Backing

Alley Dock

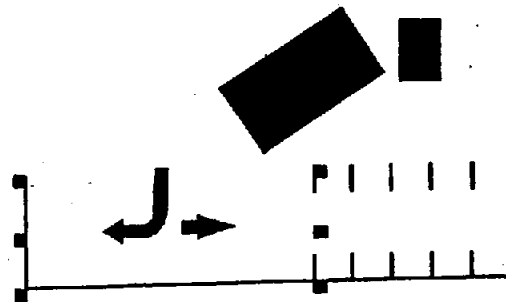




Parallel Park  
(Driver Side)



Parallel Park  
(Conventional)



Backward  
Serpentine

